

## Sample Letter to Facebook to Preserve Evidence

**VIA FAX: (650) 644-3229**

Facebook  
1601 S. California Avenue  
Attn: Security Department

Re: [Case Name, Court, Civil Action File No.]

Dear Sir or Madam:

This office represents the defendants in the above-referenced matter. This is our preservation order/request that all information on Facebook be preserved as to the Plaintiff in this matter, [Plaintiff's Name]. We understand that [Plaintiff's] has a Facebook account. The information we have on [Plaintiff's] is:

Address: [Plaintiff's Address]  
DOB: [Plaintiff's Date of Birth]  
URL: [Plaintiff's Facebook page URL]

Please preserve all information on [Plaintiff's] Facebook account from [insert date] to present. We anticipate that we will soon be able to provide you with a signed authorization from [Plaintiff's] for the release of [Plaintiff's] information/records.

Please contact me with any updates on the status of this request.