

FROM / SENDER OR RIGHTS HOLDER

TITLE

DATE

ORGANIZATION

PHONE

EMAIL

SENDER ADDRESS

TO / RECIPIENT

TITLE / DEPARTMENT

ORGANIZATION

RECIPIENT ADDRESS

RE:

Dear

,

I write concerning the conduct described below and request that it stop. This letter states the information currently available, the right or interest affected, and the specific response requested; disputed facts should not be read more broadly than stated.

BASIS FOR THIS REQUEST

SENDER'S RELATIONSHIP / AUTHORITY / BASIS TO ACT

RIGHT, INTEREST, PROPERTY OR AGREEMENT AFFECTED

CONDUCT AND SUPPORTING INFORMATION

SPECIFIC CONDUCT · WHO, WHAT, WHEN & WHERE

AVAILABLE DOCUMENTS, LINKS, MESSAGES, WITNESSES OR OTHER EVIDENCE

ACTION REQUESTED

Please cease the identified conduct and complete only the actions selected or described below. This demand is not a court order or finding of liability.

Requested response — select all that apply:

- ☐ Stop the identified conduct ☐ Remove or return identified material ☐ Do not contact identified persons
☐ Provide written confirmation ☐ Other action stated below

EXACT ACTIONS REQUESTED, SCOPE & PERMITTED EXCEPTIONS

RESPONSE, PRESERVATION AND DELIVERY

RESPONSE DUE

DEADLINE / TIME

RESPONSE METHOD / ADDRESS

DELIVERY METHOD

TRACKING / DELIVERY RECORD

Please preserve potentially relevant documents and electronically stored information in its existing form. This neutral preservation request does not assert that any record has been altered or destroyed.

RECORDS / DATA REQUESTED TO BE PRESERVED

ADDITIONAL VERIFIED FACTS, PRIOR CORRESPONDENCE & RESOLUTION DETAILS

CONTACT AND ADDRESSING DETAILS

SENDER CITY

STATE

ZIP

TO / RECIPIENT CITY

STATE

ZIP

TO / RECIPIENT PHONE

TO / RECIPIENT EMAIL

Sincerely,

DATE

SENDER / AUTHORIZED REPRESENTATIVE SIGNATURE

PRINTED NAME

TITLE / CAPACITY