

Attn: (contacto, nombre título) _____

ISP: (proveedor de servicio de Internet) _____

ISP Address: (dirección del ISP) _____

Facsimile/E-mail: (fax/correo electrónico) _____

Date: (Fecha) _____

Request for the Preservation of Records

Dear _____

This letter is a request for the preservation of all stored communications, records, and other evidence in your possession regarding the following account pending the issuance of legal process:

(CUENTA, IDENTIFICADOR DE LA CUENTA, E-MAIL, NOMBRE DE USUARIO, NÚMERO DE IDENTIFICADOR DEL USUARIO, DIRECCIÓN IP, ETC.)

I request that you not disclose the existence of this request to the subscriber or any other person, other than as necessary to comply with this request. If compliance with this request might result in a permanent or temporary termination of service to the Account(s), or otherwise alert any user of the Account(s) as to your actions to preserve the information described below, please contact me as soon as possible and before taking action.

I request that you preserve the information described below currently in your possession in a form that includes the complete record. I understand that, pursuant to U.S. law, records may be preserved for a period of 90 days, with possible extensions. If, when preserving for a foreign government, your company's policy or practice is to preserve for a period longer than 90 days, please let me know the length of preservation and when it will expire.

This request applies only retrospectively. It does not in any way obligate you to capture and preserve new information that arises after the date of this request. This request applies to the following items, whether in electronic or other form, including information stored on backup media, if available:

1. The contents of any communication or file stored by or for the Account(s) and any associated accounts, and any information associated with those communications or files, such as the source and destination e-mail addresses or Internet Protocol ("IP") addresses.

2. All records and other information relating to the Account(s) and any associated accounts, including the following:

- a. Names: (NOMBRE DEL ABONADO, NOMBRE DEL USUARIO, ETC.)
- b. Addresses (DIRECCIÓN POSTAL, DOMICILIO, DIRECCIÓN DEL LUGAR DE TRABAJO, DIRECCIÓN DE CORREO ELECTRÓNICO, ETC.)
- c. Local and long distance telephone connection records:
- d. Records of session times and durations, and the temporarily assigned network addresses (DIRECCIÓN IP) associated with those sessions:
- e. Length of service (FECHA DE INICIO) and types of service utilized:
- f. Telephone or instrument numbers (including MAC addresses):
- g. Other subscriber numbers or identities (DIRECCIÓN IP):
- h. Means and source of payment for such service (NÚMERO DE CUENTA, TARJETA DE CRÉDITO/DÉBITO, ETC.) and billing records:

If you have questions regarding this request, please contact me by e-mail at (DIRECCIÓN DE E-MAIL) or by telephone at (NÚMERO DE TELÉFONO).

Sincerely,

(NOMBRE Y TÍTULO)