

SAMPLE PRESERVATION NOTICE

To: [REDACTED]
Cc:
Bcc:
Subject: RIAA Preservation Notice - [REDACTED]

Dear [REDACTED]:

I am an attorney with the Recording Industry Association of America Inc. (RIAA). The RIAA is a trade association whose members are artists, record labels, and other entities in the music industry. The RIAA is a 501(c)(3) non-profit organization. The RIAA is a trade association whose members are artists, record labels, and other entities in the music industry. The RIAA is a 501(c)(3) non-profit organization.

[REDACTED]

[REDACTED], er, customer or subscriber. If the individual responds to the letter and settles the claims, we will not need to serve the subpoena on you. However, if that individual does not settle in a timely fashion, then our counsel will need to serve the subpoena. Please preserve all documents and identifying information regarding the user,

**Vice president and Counsel, Anti-Piracy
Recording Industry Association of America, Inc.
1025 F Street, 10th Floor
Washington, D.C. 20004**

[REDACTED]
[REDACTED]