

**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 member record companies create, manufacture, and/or distribute the majority of all legitimate sound recording sold and distributed in the United States.

I am writing to alert you to a forthcoming subpoena that may be served on you. The subpoena seeks identifying information for a subscriber of your network who has infringed our members' copyrighted sound recordings. The subpoena will request documents that identify the name, current (and permanent) addresses, telephone numbers, e-mail addresses and MAC (Media Access Control) address of the user located at the following IP address: [REDACTED] on 19 Feb 2007 23:30:33 EST (GMT -0500).

In advance of serving a subpoena on you, our outside counsel will email to you an early settlement letter that we ask you to forward to the user, 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, customer or subscriber in the meantime.

We hope this advance notice has proved helpful. Thank you for your cooperation. Feel free to call if you have any questions.

Sincerely,

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

[REDACTED]  
[REDACTED]