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| --- | --- |
| United States Coast Guard Your Office Name | 12345 Coast Guard Drive  Anytown, ST 12345-0001  Phone: (xxx) xxx-xxxx  Fax: (xxx) xxx-xxxx  Email: first.m.last@uscg.mil  DATE |

<<Provider Name>>

<<Provider Address>>

Facsimile: <<Provider Fax>>

Re: Request to Extend Preservation of Records

Dear [insert provider name]:

On [Date of original preservation letter] you were requested to preserve records relating to [insert account type], pursuant to Title 18, United States Code, Section 2703(f)(1). A copy of that preservation request is attached to this letter.

Under the provisions of Title 18, United States Code, Section 2703(f)(2), you are hereby requested to preserve materials previously described in the [Date of original preservation letter] letter for an additional 90-day period, commencing on [Date of original preservation letter + 90 days]. You remain unobligated to capture and preserve new information that has arisen after the date of the original request.

Failure to comply with this requested extension could subject you to liability under 18 U.S.C. § 2707. Please do not disclose the existence of the original request to the subscriber or any other person, other than as necessary to comply with that request. Please refer any questions to me at [**insert phone number**]. Thank you for your cooperation.

Sincerely,

<<Name>>

<<Title>>