

Date: [Date]

To: [Compliance Department / Legal Department]

Financial Institution: [Name of Brokerage Firm]

Address: [Street Address, City, State, Zip Code]

RE: Formal Notice of Asset Preservation and Account Freeze

Account Name: [Full Name on Account]

Account Number: [Account Number]

Reference Number (if applicable): [Case or Reference Number]

Dear Sir/Madam,

This letter serves as a formal notice to preserve and protect the assets currently held in the above-referenced brokerage account. You are hereby instructed to maintain the status quo of all holdings until further notice or legal resolution.

Specifically, please ensure the following:

- No assets, including cash, stocks, bonds, or mutual funds, are to be liquidated, transferred, or withdrawn.
- No new trades or investment positions are to be opened without written authorization from all interested parties or a court order.
- All account records, transaction histories, and communication logs related to this account must be preserved in their original form.

This request is made in light of [briefly state reason, e.g., pending litigation, estate settlement, or suspicious activity].

Please provide written confirmation of receipt of this letter and verify that the requested restrictions have been applied to the account. Should you require further documentation or a court order to comply with this request, please notify the undersigned immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Capacity, e.g., Executor, Attorney, Account Co-Owner]

[Your Phone Number]

[Your Email Address]