

**Date:** [Insert Date]

**To:**

[Exchange Name] Legal Department / Custodian of Records

[Exchange Address or Registered Agent Address]

[City, State, Zip Code]

[Email Address for Legal Inquiries]

**RE: FORMAL NOTICE TO PRESERVE EVIDENCE AND ACCOUNT DATA**

**Account Holder Name:** [Full Name on Account]

**Account Email:** [Email Address associated with Account]

**Account UID/Username:** [User ID if known]

**Wallet Address(es):** [List specific Public Keys/Addresses if known]

Dear Custodian of Records,

This letter serves as a formal demand for the preservation of all records and data related to the account(s) identified above. This request is made in anticipation of legal proceedings involving the assets and activity within this account.

Pursuant to your legal obligations, please take immediate steps to preserve the following information from [Start Date] to the present:

- **Account Identity:** All KYC (Know Your Customer) documentation, including government IDs, photographs, and verified physical addresses.
- **Transaction History:** Complete logs of all deposits, withdrawals, transfers (on-chain and internal), and trades, including timestamps, IP addresses, and destination/source wallet addresses.
- **Access Logs:** Records of all logins, login attempts, device identifiers, browser information, and associated IP addresses.
- **Communications:** All support tickets, emails, and chat logs between the account holder and the exchange.
- **Financial Records:** Linked bank account details, credit card information, and billing history.

Please ensure that no data is deleted, overwritten, or modified. This preservation request includes data stored in active databases, backups, or archived storage. Do not close or delete the account without further legal instruction or court order.

Kindly acknowledge receipt of this letter and confirm that the requested data has been placed on a preservation hold.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]