

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

DATE: [Date]

TO:

[Name of Financial Institution/Bank]

[Compliance/Legal Department]

[Address]

[City, Country, Postal Code]

RE: Notice of Preservation of Records for Account(s):

Account Holder Name: [Name]

Account Number(s): [Account Number(s)]

Reference Case No: [If applicable]

To the Compliance Officer/Legal Counsel,

This letter serves as a formal demand for the preservation of all electronic and hard-copy records, documents, and data relating to the aforementioned account(s) currently held or managed by your institution.

You are hereby directed to take immediate steps to prevent the deletion, destruction, alteration, or concealment of any information regarding these accounts, including but not limited to:

- Account opening documents and "Know Your Customer" (KYC) files.
- Monthly or quarterly account statements.
- Records of all wire transfers (inbound and outbound), including Swift/BIC details and intermediary bank info.
- Communication logs, including emails, internal notes, and correspondence with the account holder.
- Records of safe deposit box access or digital wallet linkages.
- Documentation regarding beneficial ownership or underlying corporate structures.

This request is made in anticipation of [litigation / regulatory investigation / asset recovery proceedings] concerning [Brief description of the legal basis, e.g., marital dissolution, judgment enforcement, or fraud investigation].

Please acknowledge receipt of this demand in writing. Please also confirm that a "legal hold" has been placed on these records to ensure they are not purged according to your standard document retention policies.

Failure to preserve this evidence may result in legal sanctions or claims of spoliation of evidence in the relevant jurisdiction.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Capacity]

[Your Contact Information/Law Firm]