

**DATE:** [Date]

**TO:** [Name of Finance Director/Controller/Accounting Department]

**FROM:** [Name of Requesting Attorney/Partner]

**RE:** INTERNAL PRESERVATION ORDER: Financial Transaction Ledgers for [Client Name / Matter Number]

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## **1. PURPOSE**

This memorandum serves as a formal internal notice to preserve all financial records, transaction ledgers, and accounting data related to the following matter: **[Insert Matter Name and Number]**.

## **2. SCOPE OF PRESERVATION**

Effective immediately, you are instructed to take all necessary steps to prevent the deletion, alteration, or routine destruction of the following records dating from [Start Date] to [End Date/Present]:

- Client Trust Account (IOLTA) ledgers and transaction histories.
- Operating account entries related to costs advanced or expenses incurred.
- Invoices, billing statements, and detailed time-entry records.
- Records of wire transfers, checks, and electronic payments.
- Internal accounting notes, audits, or correspondence regarding these financial transactions.

## **3. SUSPENSION OF DESTRUCTION**

Please suspend any automated data purging, overwriting of backup tapes, or document retention policies that would otherwise result in the destruction of the materials identified above.

## **4. FORMAT**

Preservation must include original electronic metadata. Do not attempt to consolidate or "clean up" the ledgers in a way that alters the original entry logs.

## **5. DURATION**

This preservation hold remains in effect until you receive written notice from this office specifically lifting it.

Please confirm receipt of this notice and verify that the identified records have been secured.

Signed,

[Attorney Name]

[Law Firm Name]