

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Opposing Counsel Name]

[Opposing Counsel Law Firm]

[Address]

[City, State, Zip Code]

Re: NOTICE OF LITIGATION HOLD AND PRESERVATION OF FINANCIAL TRANSACTION LEDGERS

Case Name: [Case Name]

Case Number: [Court Case Number]

Dear [Opposing Counsel Name],

This letter serves as a formal notice to your client, [Opposing Party Name], to preserve all evidence, including electronic and hard copy financial transaction ledgers, related to the above-referenced matter. This demand is made pursuant to [State/Federal] Rules of Civil Procedure regarding the preservation of discoverable information.

Your client is instructed to immediately suspend any routine deletion, overwriting, or destruction policies concerning the following records:

- General ledgers and sub-ledgers;
- Accounts payable and accounts receivable records;
- Bank account statements and wire transfer confirmations;
- Receipts, invoices, and purchase orders;
- QuickBooks files or other digital accounting software databases;
- Tax returns and supporting financial schedules;
- Internal financial reports and audit logs.

This preservation obligation extends to all data stored on local hard drives, cloud storage, external servers, and portable media. Please confirm in writing by [Date] that your client has received this notice and has implemented a litigation hold on all relevant financial records.

Failure to preserve these documents may result in a motion for sanctions or an adverse inference instruction for spoliation of evidence.

Sincerely,

[Your Signature]

[Your Printed Name]