

**[Date]**

**[Name of Recipient/Legal Counsel]**

[Company Name]

[Address]

[City, State, Zip Code]

**RE: NOTICE TO PRESERVE RELEVANT EVIDENCE - FINANCIAL TRANSACTION LEDGERS**

Dear **[Name]**,

This letter serves as a formal demand for **[Company Name]** to preserve all documents, data, and electronic information related to financial transactions involving **[Project/Entity Name]** for the period of **[Start Date]** to **[End Date]**.

Specifically, you are required to take immediate steps to ensure the preservation of the following:

- General Ledgers and Sub-ledgers;
- Accounts Payable and Accounts Receivable records;
- Bank Statements and Wire Transfer confirmations;
- Invoices, Receipts, and Purchase Orders;
- Electronic accounting data files (e.g., QuickBooks, SAP, Oracle, etc.);
- Audit trails and metadata associated with financial entries;
- Internal and external communications regarding these transactions.

You must suspend any routine data destruction policies, including the overwriting of backup tapes or the automated deletion of emails and databases, that may pertain to these records. Failure to preserve this evidence may result in legal sanctions for spoliation.

Please confirm in writing within **[Number]** business days that you have implemented a litigation hold and have taken the necessary steps to secure these records.

Sincerely,

**[Your Name]**

[Your Title]

[Your Organization]