

URGENT LEGAL NOTICE: FORMAL DEMAND FOR PRESERVATION OF RECORDS

Date: [Date]

To: [Attorney/Law Firm Name]
[Address]
[City, State, Zip Code]

Re: Formal Demand for Preservation of Attorney Trust Account Financial Transaction Ledgers

Dear [Name of Attorney or Managing Partner],

This letter serves as a formal notice to preserve and maintain all financial records, electronic data, and paper documents related to your Attorney Trust Account(s) (IOLTA/TA), specifically concerning transactions involving [Client Name/Case Reference] for the period of [Start Date] to [End Date].

You are hereby directed to take all necessary steps to prevent the destruction, alteration, or deletion of the following records:

- Individual client ledgers showing all receipts, disbursements, and current balances.
- Account bank statements and canceled checks (front and back).
- Deposit slips and records of electronic transfers.
- Monthly reconciliation reports for the trust account.
- General ledgers or journals reflecting all activity in the trust account.
- All correspondence or internal memos regarding the handling of funds for the aforementioned matter.

This request includes information stored in accounting software (e.g., QuickBooks, Clio, PC Law), cloud storage, physical files, and any backup media. Please ensure that all automatic deletion or "purging" functions for these specific electronic records are suspended immediately.

Failure to preserve these records may result in legal sanctions, evidentiary presumptions, or professional disciplinary actions.

Please acknowledge receipt of this letter in writing within [Number] business days.

Sincerely,

[Your Name/Representative Name]
[Your Title/Capacity]
[Your Contact Information]