

## **URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE**

Date: [Insert Date]

To: [Name of Bank/Financial Institution]  
Attn: Legal Department / Compliance Officer  
Address: [Insert Bank Address]

### **RE: Notice of Preservation of Financial Transaction Ledgers and Records**

Account Holder Name: [Insert Name]  
Account Number(s): [Insert Account Number(s)]  
Subject Period: From [Start Date] to [End Date]

Dear Sir/Madam,

Please be advised that [Your Name/Company Name] ("the Requesting Party") is involved in [a legal dispute / an ongoing investigation] regarding the above-referenced accounts. You are hereby formally requested to preserve and maintain all financial records, transaction ledgers, and electronic data associated with these accounts until further notice.

Specifically, you are required to take all necessary steps to prevent the deletion, overwriting, modification, or destruction of the following:

- Detailed transaction ledgers and account statements.
- Wire transfer instructions and confirmation receipts.
- Records of deposits, withdrawals, and internal transfers.
- Electronic communication, metadata, and audit logs related to account activity.
- All KYC (Know Your Customer) and account opening documentation.

This preservation request applies to all records stored in any format, including but not limited to physical files, electronic databases, and cloud storage. Failure to preserve this evidence may result in legal sanctions or claims for spoliation of evidence.

Please confirm receipt of this letter in writing and provide the contact information for the individual responsible for handling this preservation request.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Capacity]  
[Your Phone Number]  
[Your Email Address]