

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

DATE: [Insert Date]

TO: [Name of Financial Institution/Custodian]

ATTN: Legal Department / Compliance Officer

ADDRESS: [Insert Address]

RE: Preservation of Financial Transaction Ledgers and Records

DEBTOR: [Full Name of Individual or Business]

CASE NUMBER: [Insert Bankruptcy Case Number]

ACCOUNT(S): [Insert Account Numbers or "All Accounts Associated with Tax ID XXX-XX-XXXX"]

To Whom It May Concern:

Please be advised that the above-named Debtor has filed for bankruptcy protection. This letter serves as a formal demand for the immediate preservation of all financial records, transaction ledgers, and electronic data related to the Debtor's accounts.

You are hereby directed to take all necessary steps to prevent the deletion, destruction, alteration, or overwriting of the following documents and data from [Insert Start Date] to the present:

- Complete transaction ledgers and account statements.
- Wire transfer records (including originator and beneficiary details).
- Records of deposits, withdrawals, and internal transfers.
- Check images (front and back) and deposit slips.
- Loan applications, credit files, and correspondence files.
- Electronic metadata associated with digital transactions.
- Authorized signer lists and signature cards.

This preservation obligation applies to all physical records and electronically stored information (ESI) regardless of the storage media. Please suspend any automated deletion or data purging cycles that may affect these records.

Failure to preserve this evidence may result in legal sanctions. Please confirm in writing within [Insert Number] business days that you have implemented the necessary holds to preserve these records.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title: e.g., Trustee, Attorney for Trustee, or Debtor-in-Possession]

[Phone Number]

[Email Address]