

URGENT LEGAL NOTICE: FORMAL DEMAND FOR PRESERVATION OF RECORDS

Date: [Insert Date]

To: [Insert Name of Financial Institution/Escrow Agent]

Address: [Insert Street Address]

City, State, Zip: [Insert City, State, Zip]

Re: Preservation of Escrow Account Financial Transaction Ledgers

Account Holder Name: [Insert Name]

Account Number: [Insert Account Number]

Property Address/Reference: [Insert Reference Info]

To Whom It May Concern,

This letter serves as a formal demand for the immediate preservation of all records, electronic data, and physical documents relating to the above-referenced escrow account. This request is made in anticipation of legal proceedings concerning [Briefly state reason, e.g., a real estate transaction or financial audit].

Specifically, you are required to preserve the following items from [Start Date] to the present:

- Detailed financial transaction ledgers showing all debits and credits.
- Original escrow instructions and any amendments.
- Records of deposits, including copies of checks, wire transfer confirmations, and receipts.
- Records of disbursements, including copies of cleared checks and outgoing wire instructions.
- Monthly bank statements and reconciliation reports.
- All internal and external correspondence (including emails) regarding this account.

You are further instructed to suspend any routine document destruction, "recycling," or data overwriting policies that may apply to these records. Failure to preserve this evidence may result in legal sanctions for spoliation of evidence.

Please acknowledge receipt of this letter in writing and confirm that the requested data has been placed on a litigation hold.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Capacity]

[Your Phone Number]