

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

DATE: [Date]

TO: [Name of Institution/Organization]

ATTN: [Legal Department/Compliance Officer]

ADDRESS: [Full Address]

RE: Notice of Preservation of Financial Transaction Ledgers and Related Electronic Data

To Whom It May Concern,

This letter serves as a formal demand for the immediate preservation of all financial transaction ledgers, accounting records, and associated electronic data in your possession or control pertaining to the following individual(s) and/or entities:

- **Subject(s):** [Name of Individual/Entity]
- **Account Number(s):** [List Specific Account Numbers if known]
- **Relevant Time Period:** [Start Date] to [Present/End Date]

Scope of Preservation:

You are requested to take all necessary steps to prevent the deletion, destruction, alteration, or overwriting of the following items:

1. General ledgers, sub-ledgers, and journals (including accounts payable and receivable).
2. Electronic transaction logs, metadata, and audit trails associated with the accounts mentioned above.
3. Wire transfer records, SWIFT messages, and ACH transaction details.
4. Bank statements, cancelled checks, and deposit slips.
5. Internal and external communications (emails, memos, instant messages) regarding these transactions.
6. Invoices, receipts, and contracts supporting the ledger entries.
7. Database backups and any proprietary software required to access the financial records.

Instructions:

Please immediately suspend any automated deletion policies, "recycling" of backup tapes, or routine data purging that may affect the records described above. This obligation extends to data stored on local servers, cloud-based storage, and employee-issued devices.

Failure to comply with this preservation request may result in legal sanctions, including but not limited to, claims for spoliation of evidence.

Please acknowledge receipt of this letter in writing within [Number] business days and confirm that the requested preservation measures have been implemented.

Sincerely,

[Your Name]

[Your Title/Organization]

[Your Contact Information]