

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name or Financial Institution Name]
[Legal Department or Account Representative Address]
[City, State, Zip Code]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE / NOTICE OF PENDING LITIGATION

Dear [Recipient Name/Legal Department],

Please be advised that [Your Name] and [Spouse's Name] are currently involved in, or anticipate the commencement of, divorce proceedings in [Court Name], Case Number [Case Number, if applicable].

This letter serves as a formal demand for you to preserve all financial records, transaction ledgers, and electronic data related to the following accounts held in the name of [Spouse's Name], [Your Name], or any entities in which they hold an interest:

- Account Number(s): [List Account Numbers if known]
- Tax Identification Number(s): [SSN or EIN if applicable]
- All checking, savings, investment, and credit accounts.
- Internal ledgers and audit trails of all transactions.

You are requested to suspend any routine data destruction, "recycling," or overwriting policies that may affect these records. This preservation request includes, but is not limited to:

- Bank statements and canceled checks.
- Wire transfer records and originating/destination account details.
- Digital transaction logs and metadata.
- Loan applications and financial statements.
- Correspondence regarding these accounts.

The failure to preserve this evidence may result in legal sanctions or claims of spoliation of evidence. These records must be maintained until you receive further notice from this office or a court order.

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

Sincerely,

[Your Signature]

[Your Printed Name]