

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

RE: LEGAL PRESERVATION NOTICE - FORMAL DEMAND FOR RETENTION OF FINANCIAL TRANSACTION LEDGERS AND RELATED DATA

Dear [Recipient Name],

This letter serves as a formal notice to [Company Name] regarding its legal obligation to preserve all records related to financial transactions involving [Class Description/Product/Service] from [Start Date] to the present. Litigation has been initiated or is reasonably anticipated regarding [Brief Description of Dispute].

You are hereby directed to suspend any automated or manual deletion, overwriting, or destruction policies affecting the following data categories:

- **Financial Ledgers:** General ledgers, accounts receivable/payable ledgers, and subsidiary ledgers.
- **Transaction Data:** Individual transaction IDs, timestamps, payment methods, processing fees, and currency details.
- **Customer Accounts:** Billing profiles, account statements, and historical balance records for all putative class members.
- **Metadata:** Audit trails, system logs, and database schema documentation relating to financial record-keeping systems.
- **Communication:** Internal and external correspondence regarding transaction processing and financial reporting.

This preservation obligation extends to all electronically stored information (ESI), whether maintained on local servers, cloud storage, backup tapes, or third-party payment processing platforms. Failure to maintain these records may result in legal sanctions for spoliation of evidence.

Please confirm in writing within [Number] business days that you have implemented a legal hold on the aforementioned records and have instructed your IT and accounting departments accordingly.

Sincerely,

[Your Name]

[Title/Law Firm]

[Contact Information]