

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

Date: [Insert Date]

To: [Name of Financial Institution/Entity]
Attn: Legal Department / Compliance Department
Address: [Insert Address]

Re: Formal Notice to Preserve Financial Transaction Ledgers and Records

Dear [Name of Contact Person or Department],

This letter serves as a formal demand for the preservation of all electronic and physical records, documents, and data relating to the accounts and transactions identified below. We believe these records are relevant to a pending or potential fraud investigation.

Subject Account Information:

- Account Holder Name: [Insert Name]
- Account Number(s): [Insert Account Numbers]
- Reference Transaction ID(s): [Insert IDs if applicable]
- Relevant Time Period: From [Start Date] to [End Date/Present]

Records to be Preserved:

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

- Full transaction ledgers and account statements.
- Wire transfer instructions, receipts, and SWIFT/Fedwire confirmations.
- Internal memos, notes, or communications regarding the identified transactions.
- Electronic metadata associated with digital entries.
- Know Your Customer (KYC) and Anti-Money Laundering (AML) documentation related to the account holder.
- Logs of IP addresses, login timestamps, and device identifiers used to access the accounts.

Please suspend any automated deletion or data retention policies that may apply to the records identified above. This preservation request remains in effect until further notice or until a formal subpoena or court order is issued.

Please confirm receipt of this letter and provide the name and contact information of the person responsible for overseeing this preservation request.

Sincerely,

[Your Name/Organization]

[Your Title]

[Your Phone Number]

[Your Email Address]