

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title/Legal Department]

[Company Name]

[Address]

[City, State, Zip Code]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE - Financial Ledgers and Transaction Records regarding [Contract Name/Reference Number]

To [Recipient Name/Legal Representative],

Please be advised that [Your Name/Client Name] is currently evaluating legal claims against [Recipient Company Name] arising from a breach of contract related to [briefly describe agreement, e.g., the Service Agreement dated January 1, 2023]. Litigation is reasonably anticipated.

Pursuant to your legal obligations to preserve relevant evidence, you are hereby directed to maintain and preserve all documents, data, and information relating to the financial transactions and accounting ledgers associated with this matter. This request includes, but is not limited to:

- General ledgers, sub-ledgers, and journals.
- Accounts receivable and accounts payable records.
- Transaction logs, receipts, and invoices.
- Bank statements and wire transfer confirmations.
- Internal accounting notes, audits, or reconciliations.
- Metadata associated with electronic financial records.

This preservation obligation extends to all electronic data (ESI), including data stored on servers, hard drives, cloud storage, and backup media. You are requested to immediately suspend any automated deletion or "auto-scrubbing" policies that may affect the records described above.

Failure to preserve this evidence may result in legal sanctions, including but not limited to, an adverse inference instruction or monetary penalties for spoliation of evidence.

Please confirm in writing within [Number] business days that you have taken the necessary steps to comply with this preservation request.

Sincerely,

[Signature]

[Your Printed Name]