

URGENT LEGAL MATTER: NOTICE TO PRESERVE RECORDS

DATE: [Insert Date]

TO:

[Name of Financial Institution]
[Legal Department/Subpoena Processing Unit]
[Street Address]
[City, State, Zip Code]

RE: PRESERVATION OF RECORDS REGARDING [Account Holder Name/Entity]
Account Number(s): [List Account Numbers or "All Accounts Associated with SSN/EIN XXX-XX-XXXX"]

Dear Sir/Madam,

Please be advised that [Your Name/Client Name] is involved in a legal dispute titled [*Case Name/Caption*], currently pending or anticipated in [Name of Court/Jurisdiction]. We anticipate serving your institution with a formal subpoena for documents and electronically stored information (ESI) in the near future.

Pursuant to this anticipated litigation, you are hereby requested to take all necessary steps to ensure the immediate preservation of all records, data, and communications related to the above-referenced accounts and individuals for the period of [Start Date] to the [Present/End Date].

This preservation request includes, but is not limited to:

- Monthly account statements and transaction histories;
- Signature cards and account opening documents;
- Canceled checks (front and back) and wire transfer records;
- Loan applications, credit files, and internal memoranda;
- Correspondence, including emails and physical mail, regarding the accounts;
- Records of safe deposit box access;
- Electronic logs, metadata, and audit trails related to account activity.

You are requested to suspend any routine data deletion, overwriting, or document destruction policies that might otherwise result in the loss of these records. Failure to preserve this information may result in legal sanctions or claims for spoliation of evidence.

This is a notice to **preserve** only. Please do not produce these records until you receive a formal subpoena or court order. However, please confirm receipt of this letter and that a "legal hold" has been placed on the relevant data.

Should you have any questions regarding the scope of this request, please contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Law Firm Name]