

Date: [Insert Date]

To:

[Name of Exchange/Service Provider]
Legal Department / Compliance Department
[Company Address]
[City, State, Zip Code]

RE: FORMAL NOTICE TO PRESERVE RECORDS AND TRANSACTION HISTORY

Account Holder Name: [Your Full Name]
Account Email Address: [Your Account Email]
Account ID/Username: [Your Account ID, if applicable]

To Whom It May Concern,

This letter serves as a formal request for [Name of Exchange/Service Provider] to preserve all records, data, and transaction history associated with the above-referenced account. This request is made to ensure the integrity of financial data for [State Reason: e.g., Tax Compliance, Legal Proceedings, Audit Purposes].

Specifically, I request the preservation of the following information from [Start Date] to [End Date/Present]:

- Complete transaction logs (deposits, withdrawals, trades, and transfers).
- Fiat currency deposit and withdrawal history.
- Wallet addresses (public keys) associated with all transactions.
- Account login history and IP address logs.
- All correspondence between the account holder and customer support.
- Verification documents (KYC/AML) provided at the time of account opening or update.

Please ensure that no data is deleted, overwritten, or modified during this preservation period. If this account is scheduled for deactivation or data purging, please suspend such actions immediately until further notice.

I also request a downloadable copy of the full transaction history in .CSV or .JSON format, if available through your platform tools.

Please acknowledge receipt of this letter and confirm that the requested records are being preserved.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Mailing Address]