

URGENT LEGAL MATTER: DATA PRESERVATION DEMAND

DATE: [Insert Date]

TO:

Legal Department / Custodian of Records
[Digital Asset Exchange Name]
[Exchange Address or Registered Agent Address]

RE: Preservation of Records for the following account(s):

Account Holder Name: [Insert Name]
Account Email/Username: [Insert Email]
Wallet Address(es) (if known): [Insert Addresses]
Transaction IDs (if known): [Insert TXIDs]

To Whom It May Concern,

This letter serves as a formal demand for the preservation of all electronic data, logs, and documentation associated with the aforementioned account(s) and transaction(s). This demand is made in anticipation of legal proceedings involving [Briefly state nature of dispute, e.g., unauthorized access, fraud, or litigation].

You are hereby requested to preserve all records from [Start Date] to the present, including but not limited to:

- **Account Information:** KYC/AML documentation, identification records, linked bank accounts, and credit card details.
- **Transaction Logs:** Complete history of deposits, withdrawals, trades, and transfers, including timestamps and destination/source addresses.
- **Access Logs:** IP addresses used for login, device fingerprints, browser information, and geo-location data.
- **Communications:** All support tickets, emails, and chat logs between the user and the exchange.
- **Security Data:** History of password changes, 2FA modifications, and security alerts.

You are requested to take immediate steps to ensure that no data is deleted, overwritten, or modified according to your standard data retention or "auto-delete" policies. This preservation demand extends to data stored in active servers, backup systems, and offline archives.

Failure to preserve this evidence may result in legal sanctions for spoliation of evidence. Please confirm receipt of this letter and verify that the requested data has been placed on a legal hold.

Sincerely,

[Your Signature / Attorney Signature]
[Your Printed Name]
[Your Contact Information/Phone/Email]