

URGENT: LEGAL MATTER - LITIGATION HOLD NOTICE

TO: [Recipient Name/Organization Name]

FROM: [Your Name/Law Firm Name]

DATE: [Current Date]

RE: Preservation of Cold Wallet Transaction Records and Related Data

Dear [Recipient Name],

This letter serves as a formal notice to place a litigation hold on all records related to the following cold storage wallets and digital asset transactions: [Insert Wallet Addresses or Account IDs].

Effective immediately, you are required to preserve all documents, data, and electronically stored information (ESI) related to these assets. This preservation requirement includes, but is not limited to:

- Public and private keys (where applicable and legally requested).
- Transaction IDs (TXIDs) and timestamps.
- Internal logs, ledgers, and audit trails.
- Records of hardware wallet purchase or registration.
- Communications regarding the transfer, storage, or management of these assets (emails, chat logs, etc.).
- Documentation regarding "seed phrases" or recovery backups.

You must suspend all procedures related to the routine deletion, overwriting, or destruction of data involving these wallets. This includes the "wiping" of hardware devices or the deletion of backup files.

Failure to comply with this preservation notice may result in severe legal sanctions, including evidentiary or monetary penalties for spoliation of evidence.

Please acknowledge receipt of this letter and confirm that the necessary steps have been taken to preserve the requested records.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]