

URGENT LEGAL MATTER: NOTICE OF PRESERVATION OF EVIDENCE

Date: [Date]

To:

[Custodian Name/Legal Department]

[Custodian Address]

[City, State, Zip Code]

[Registered Agent, if applicable]

RE: Notice of Preservation of Records and Electronic Data

Dear Custodian of Records,

This letter serves as a formal notice to [Custodian Name] to preserve all documents, data, and electronic information related to the following account(s) and/or individuals:

- **Account Holder Name:** [Name]
- **Account Number/ID:** [Number]
- **Associated Email Address:** [Email]
- **Wallet Address(es):** [Public Keys/Addresses]
- **Relevant Date Range:** [Start Date] to [End Date/Present]

You are hereby directed to take all necessary steps to prevent the deletion, overwriting, modification, or destruction of all data associated with the above-listed identifiers. This request includes, but is not limited to:

- Transaction history and logs (deposits, withdrawals, trades, transfers);
- Know Your Customer (KYC) and Anti-Money Laundering (AML) documentation;
- IP logs, login timestamps, and device identifiers;
- Communications between the account holder and customer support;
- Private keys, recovery phrases, or security credentials currently under your control;
- Internal memos or notes regarding account activity or security alerts.

Please ensure that all automated deletion protocols or routine data purging cycles are suspended for the data described above. This information is relevant to an [ongoing investigation / potential litigation] and must be maintained in its original format until further notice.

Please acknowledge receipt of this letter and confirm that the requested data has been placed on a legal hold.

Sincerely,

[Your Name/Law Firm Name]

[Your Title]

[Phone Number]
[Email Address]