

Date: [Insert Date]

To:

[Recipient Name/Legal Department]

[Organization Name]

[Address]

Re: NOTICE TO PRESERVE RECORDS REGARDING TOKEN TRANSFERS AND CONVERSIONS

Dear [Recipient Name],

This letter serves as a formal request to preserve all records and data related to the transfer and conversion of digital tokens associated with [Account Number/Wallet Address/Project Name] for the period of [Start Date] to [End Date].

Specifically, you are required to maintain and protect the following information:

- Transaction hashes and timestamps for all incoming and outgoing transfers.
- Records of currency or token conversions, including exchange rates and fees applied.
- Know Your Customer (KYC) and Anti-Money Laundering (AML) documentation associated with the account.
- Communication logs, including emails and support tickets, regarding these transactions.
- Internal ledger entries and database logs reflecting balance adjustments.

Please take immediate steps to ensure that no data, whether stored electronically or in physical form, is deleted, overwritten, or modified. This preservation obligation extends to all backup media and archived data.

Please confirm receipt of this letter and provide written assurance that the requested records have been placed on a preservation hold.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Affiliation]

[Your Contact Information]