

**Date:** [Insert Date]

**To:**

[Platform Name] Legal Department / Compliance Officer

[Platform Address or Registered Office]

[City, State, Zip Code]

[Email Address for Legal Requests]

**RE: FORMAL NOTICE TO PRESERVE EVIDENCE AND TRANSACTION HISTORY**

Dear Custodian of Records,

I am writing to formally request the preservation of all electronic data and records associated with the following account on your Peer-to-Peer (P2P) exchange platform:

- **User Account Name:** [Your Username/ID]
- **Registered Email Address:** [Your Email]
- **Wallet Address(es) (if known):** [Insert Addresses]
- **Transaction Period:** [Start Date] to [End Date]

This preservation request includes, but is not limited to, the following information:

1. Full transaction history for all P2P trades (Buy/Sell).
2. Chat logs and communication records between myself and counter-parties.
3. Proof of Payment documents uploaded during the trade process.
4. Internal logs showing IP addresses, login timestamps, and device identifiers.
5. Know Your Customer (KYC) and Anti-Money Laundering (AML) documentation associated with the account.
6. Records of any disputes or appeals filed during the specified period.

This request is made to ensure that evidence is maintained for [state reason, e.g., legal proceedings, tax audit, or investigation]. Please ensure that no data is deleted, overwritten, or modified pursuant to your standard data retention or "auto-delete" policies until further notice.

Please confirm receipt of this letter and provide confirmation that the requested data has been placed on a preservation hold.

Sincerely,

[Your Signature]

[Your Full Legal Name]

[Your Phone Number]

[Your Physical Address]