

## **URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE**

**TO:** [Name of Exchange/Custodian/Service Provider]

**ATTN:** Legal Department / Compliance Department / Registered Agent

**ADDRESS:** [Insert Address]

**DATE:** [Insert Date]

**RE: Preservation of Records Related to [Wallet Address / Transaction Hash / Account Number]**

To Whom It May Concern,

This letter serves as a formal demand for the preservation of all electronic data, logs, and records related to the following crypto asset identifiers (the "Target Assets"):

- **Asset Type:** [e.g., BTC, ETH, USDT]
- **Wallet Address:** [Insert Address]
- **Transaction Hash (TXID):** [Insert Hash]
- **Relevant Date/Time Range:** [Insert Start Date] to Present

We believe that your platform may be hosting accounts or processing transactions associated with these Target Assets. This information is required for an ongoing investigation into [State Reason: e.g., fraudulent activity, unauthorized transfer, or pending litigation].

### **Records to be Preserved:**

You are requested to preserve the following records in their original format, including but not limited to:

1. User identification and Know Your Customer (KYC) documentation (names, addresses, government IDs).
2. IP addresses used to access the account, including login timestamps and geolocation data.
3. Transaction history, withdrawal logs, and destination addresses.
4. Internal notes, support tickets, and communications related to the account.
5. Linked payment methods, bank account details, or credit card information.

### **Legal Obligations:**

Failure to preserve this data may result in the permanent loss of evidence and could subject your organization to legal sanctions or claims of spoliation of evidence. We intend to seek a formal subpoena or court order to obtain these records; however, due to the volatile and transient nature of digital assets, immediate preservation is necessary.

Please confirm receipt of this letter and verify that a "legal hold" has been placed on all records associated with the identifiers listed above.

Sincerely,

[Your Name/Signature]

[Your Title/Company Name]

[Your Contact Information]