

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

RE: LEGAL NOTICE TO PRESERVE FINANCIAL RECORDS AND ACCOUNTING DATA

Dear [Recipient Name],

This letter serves as a formal notice to [Company Name] and its agents to preserve all financial records, accounting data, and relevant electronic information pertaining to [Subject/Project/Timeframe].

Effective immediately, you are requested to take all necessary steps to prevent the deletion, destruction, alteration, or concealment of the following items:

- General ledgers, journals, and trial balances.
- Accounts payable and receivable records.
- Bank statements, cancelled checks, and wire transfer confirmations.
- Tax returns, filings, and supporting documentation.
- Invoices, receipts, and expense reports.
- Payroll records and employee compensation data.
- Internal and external audit reports.
- Electronic accounting software databases and metadata (e.g., QuickBooks, SAP, Oracle).
- Email communications regarding financial transactions or accounting practices.

This preservation obligation includes data stored on local hard drives, cloud storage, external servers, and backup systems. Please suspend any automated data deletion or "recycling" policies that may affect these records.

Failure to comply with this preservation request may result in legal sanctions or adverse evidentiary inferences in future proceedings.

Please acknowledge receipt of this letter and confirm that the necessary preservation measures have been implemented.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]