PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION / WORK PRODUCT

TO: [Employee Name/Department]

FROM: [Legal Department/Compliance Officer]

DATE: [Date]

SUBJECT: LEGAL HOLD NOTICE: Anti-Money Laundering (AML) Compliance and Transaction Records

1. PURPOSE

This notice serves as a formal Legal Hold. [Company Name] is required to preserve all documents and electronic data that may be relevant to an investigation or legal proceeding concerning Anti-Money Laundering (AML) compliance and specific account transactions.

2. IDENTIFIED ACCOUNTS / SUBJECTS

This hold applies to all records associated with the following:

- Account Holder Name: [Name]
- Account Number(s): [Number]
- Date Range: [Start Date] to [End Date/Present]

3. SCOPE OF PRESERVATION

You must preserve all information in any form, including but not limited to:

- Transaction histories and wire transfer confirmations.
- Know Your Customer (KYC) documentation and due diligence reports.
- Suspicious Activity Reports (SARs) and related internal investigation files.
- Communication logs (Emails, Instant Messages, Voicemails).
- Currency Transaction Reports (CTRs).
- Account opening documents and signature cards.

4. MANDATORY INSTRUCTIONS

- **Do Not Delete:** You must immediately suspend all routine deletion, overwriting, or destruction of records identified above.
- **Electronic Data:** Do not alter metadata. Save all relevant digital files in their original format.
- **Confidentiality:** Under "Tipping Off" regulations (31 U.S.C. $ 5318(g)(2)), you are strictly prohibited from disclosing the existence of this hold or any related AML investigation to the account holder or any unauthorized third party.

5. ACKNOWLEDGMENT

Please reply to this email or sign below to confirm that you have read, understood, and will comply with the terms of this Legal Hold.

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Signature

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Date

For questions, contact [Compliance Contact Name] at [Phone/Email].