

URGENT: EVIDENCE PRESERVATION NOTICE

TO: [Name of Recipient/Custodian of Records]

ORGANIZATION: [Name of Institution]

ADDRESS: [Street Address, City, State, Zip]

DATE: [Current Date]

RE: Preservation of Suspicious Activity Report (SAR) Data and Related Archival Records

To Whom It May Concern,

This letter serves as a formal demand for the preservation of all electronic and physical records related to the following subject(s):

- **Subject Name:** [Name]
- **Account Number(s):** [Account Numbers]
- **Relevant Time Period:** [Start Date] to [End Date]

Scope of Preservation

You are required to take all necessary steps to prevent the deletion, destruction, alteration, or overwriting of all data related to Suspicious Activity Reports (SARs) and supporting documentation, including but not limited to:

- Original SAR filings and all subsequent amendments.
- Internal investigative files, narratives, and case notes.
- Transaction logs, wire transfer records, and deposit/withdrawal slips.
- Know Your Customer (KYC) and Customer Due Diligence (CDD) documentation.
- Archival backups, server logs, and communication records (emails/internal chats) related to the suspicious activity determination.
- Metadata associated with the above-listed electronic records.

Instructions Regarding Automated Data Deletion

Please immediately suspend all automated document retention/destruction policies, "recycling" of backup tapes, or routine data purging that may affect the records identified above. This preservation obligation supersedes any standard internal record retention schedules.

Legal Compliance

Failure to maintain these records may result in legal sanctions or claims of spoliation of evidence. We request written confirmation of your receipt of this notice and your compliance with these preservation instructions within [Number] business days.

Sincerely,

[Your Name]

[Your Title]

[Your Organization/Law Firm]

[Your Contact Information]