

URGENT: FORMAL NOTICE TO PRESERVE EVIDENCE

Date: [Insert Date]

To: [Name of Custodian/Department Head]
[Organization Name]
[Address]

Re: Notice of Evidence Preservation for Know Your Customer (KYC) Compliance Audit

Dear [Name],

This letter serves as a formal notice requiring the immediate preservation of all records, documents, and data related to Know Your Customer (KYC) and Anti-Money Laundering (AML) compliance procedures for the period of [Start Date] to [End Date].

A compliance audit is currently being conducted. You are hereby instructed to suspend any routine deletion, overwriting, or destruction of records including, but not limited to:

- Customer identification documents (passports, IDs, utility bills).
- Customer Due Diligence (CDD) and Enhanced Due Diligence (EDD) files.
- Ultimate Beneficial Ownership (UBO) declarations and verification records.
- Transaction monitoring logs and alerts.
- Internal and external Suspicious Activity Reports (SARs) or Suspicious Transaction Reports (STRs).
- Communication records including emails, internal memos, and chat logs regarding account opening and risk assessments.
- Audit trails from KYC software and screening databases.

This preservation requirement applies to all physical paper files and electronic data, regardless of whether it is stored on local servers, cloud storage, or mobile devices.

Please acknowledge receipt of this letter by [Date] and confirm that the necessary "Legal Hold" has been implemented within your department.

Sincerely,

[Signature]
[Name of Compliance Officer/Auditor]
[Title]
[Organization Name]