

# Litigation Hold Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as acknowledgment of the litigation hold instituted regarding [brief description of the matter]. You are hereby notified that you must preserve all records, data, and relevant information related to this matter.

Specifically, you should ensure the preservation of:

- Emails and electronic communication
- Documents related to [specific topics of interest]
- Any other relevant information that may be relevant to this matter

Please confirm your receipt of this letter and your understanding of the litigation hold by signing below and returning a copy of this acknowledgment.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

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Recipient Acknowledgment:

I, [Recipient's Name], acknowledge receipt of this litigation hold and agree to comply with its terms.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_