

Litigation Hold Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that [Your Company Name] is involved in litigation involving [briefly describe the nature of the litigation]. As a result, it is imperative that you preserve all records, documents, emails, and other relevant materials that may pertain to this matter.

This hold applies to electronic and hard-copy documents, including but not limited to:

- Emails and attachments
- Reports and presentations
- Contracts and agreements
- Relevant correspondence
- Any other materials related to the litigation

Please ensure that no documents are deleted, altered, or destroyed. If you have any questions or require further clarification regarding this notice, do not hesitate to contact [Your Contact Information].

We appreciate your cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]