

Litigation Hold Confirmation

Date: [Insert Date]

To: [Legal Counsel's Name]

[Law Firm/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Legal Counsel's Name],

This letter serves as confirmation that we have implemented a litigation hold in response to the pending legal matter regarding [Brief Description of the Matter]. As discussed, the preservation of relevant documents and electronically stored information (ESI) is critical to comply with legal obligations.

Please ensure that all employees are informed about this hold and that all relevant records are preserved in their current state. Any destruction or alteration of these records is strictly prohibited during this period.

If there are any questions or further instructions, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]