

Litigation Hold Notice

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to inform you of the necessity to preserve certain documents and information related to potential litigation. This holds for any records, communications, or materials that may be relevant to the matter at hand.

What is a Litigation Hold?

A litigation hold is a legal requirement to preserve specific evidence that could be relevant to a legal proceeding. This includes, but is not limited to, emails, reports, correspondence, and other documentation.

Actions Required

Please adhere to the following instructions:

- Do not delete or modify any relevant documents or records.
- Preserve all electronic communications, including emails and text messages.
- Inform your team members about this hold and the importance of compliance.

Duration of Litigation Hold

The litigation hold will remain in effect until further notice. We will update you as soon as the hold is lifted.

If you have any questions regarding this matter or need further clarification on what to preserve, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]