

Litigation Hold Reminder

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Reminder: Litigation Hold in Ongoing Case

Dear [Recipient Name],

This is a reminder regarding the litigation hold associated with the ongoing case [Case Name/Number]. As established in our previous communications, it is essential to preserve all documents, data, and other evidence related to this matter.

Please ensure that you do not delete, alter, or dispose of any relevant records. This includes electronic files, emails, text messages, and physical documents that may have any connection to the case.

If you have any questions or require further clarification regarding the items that need to be preserved, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]