

Litigation Hold Update

Date: [Insert Date]

To: [Affected Departments]

From: [Your Name/Your Position]

Subject: Update on Litigation Hold

Dear Team,

We are writing to provide you with an important update regarding the litigation hold that was previously communicated to your departments.

As a reminder, a litigation hold is a request to preserve all relevant information related to an ongoing legal matter. It is crucial that you continue to refrain from deleting, altering, or discarding any documents or electronic records pertinent to this matter.

Current Update:

- The litigation hold is still in effect and will continue until further notice.
- Please review all files and emails related to the subject matter of this hold.
- Ensure that all relevant personnel are aware of these requirements.

If you have any questions or require further clarification regarding the litigation hold, please do not hesitate to reach out to the legal department.

Thank you for your cooperation and prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]