

Litigation Hold Notice

Date: [Insert Date]

To: [Board Member Name]

From: [Your Name]

Subject: Litigation Hold Notice

Dear [Board Member Name],

This letter serves as a formal notification regarding a litigation hold that has been established in relation to [Brief Description of the Case or Matter]. As a result, you are required to preserve all documents, communications, and relevant materials that might pertain to this matter.

In light of this obligation, please ensure that the following items are preserved:

- Emails and other electronic communications
- Meeting minutes and records
- Any relevant reports or presentations
- [Add any other specific documents or categories]

It is crucial that you do not delete or alter any information related to this litigation hold, as doing so may have legal ramifications. Please consult with [Legal Counsel/Company Secretary] for any questions or clarifications you may need.

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]