

# Litigation Hold Notice

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

We are writing to inform you of an important legal matter concerning your account with us. Due to the initiation of potential litigation involving your case, it is imperative that you preserve all information and documents related to this matter.

This notice serves as a formal litigation hold. You are required to take all necessary steps to ensure that any relevant data, files, communications, or other documents in your possession are not altered, deleted, or destroyed.

Please ensure that you:

- Preserve all electronic communications, including emails, text messages, and social media messages.
- Keep physical documents safe and secure.
- Avoid discussing any details of this matter with unauthorized third parties.

Failure to comply with this litigation hold notice may have serious legal consequences. If you have any questions regarding your obligations under this notice, do not hesitate to contact us at [Insert Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Firm's Name]

[Your Contact Information]