

# Litigation Hold Notice

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company]

Address: [Contractor's Address]

Dear [Contractor's Name],

This letter serves as a formal notice of a litigation hold in relation to [brief description of the matter or case]. As a contractor engaged in [description of work], it is imperative that you preserve all documents, communications, and materials related to this matter.

Please ensure that the following types of documents and information are preserved:

- Emails and other communications
- Contracts and agreements
- Invoices and billing records
- Meeting notes and correspondence
- Any relevant project documentation

Your compliance with this litigation hold is essential to ensure that relevant evidence is not lost or destroyed. Please confirm in writing that you have received this notice and that you understand your obligations regarding document preservation.

If you have any questions or need further clarification, do not hesitate to contact me at [Your Contact Information]. Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]