

Litigation Hold Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal notice to inform you of a litigation hold concerning potential legal matters that may require the preservation of evidence. As such, you are required to preserve all records and information that may be relevant to this matter.

Please take the following actions:

- Cease any deletions, alterations, or modifications to relevant documents and electronic data.
- Preserve all materials, including but not limited to emails, reports, and any other pertinent documents.
- Consult with your legal counsel regarding the scope of data preservation necessary for this hold.

It is critical that all preserved evidence is kept intact and is not subject to destruction, alteration, or loss. This hold will remain in effect until notified otherwise.

If you have any questions or need further clarification regarding this notice, please contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]