

# LITIGATION HOLD NOTICE

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notice of Litigation Hold for Financial Records

Dear [Recipient Name],

This letter serves as a formal notice of a litigation hold regarding certain financial records and documents in your possession. As part of ongoing legal proceedings, it is imperative that all relevant information be preserved to ensure compliance with legal obligations.

Please take immediate steps to ensure that the following records are retained and not altered, deleted, or destroyed:

- Financial statements
- Bank records
- Invoices and receipts
- Contracts and agreements
- Any other pertinent financial documentation

We appreciate your cooperation in this matter and request that you confirm the receipt of this notice by [Insert Deadline for Confirmation]. If you have any questions, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]