

Litigation Hold Notice

Date: [Insert Date]

To: [IT Personnel Name] [IT Department]

From: [Your Name] [Your Position]

Subject: Litigation Hold Notice

Dear [IT Personnel Name],

This letter serves as a formal notice regarding a litigation hold that has been imposed in connection with the case titled [Insert Case Title], which may involve litigation against or involving [Insert Company/Organization Name].

As a result of this matter, you are hereby instructed to preserve all records and electronic data that may pertain to this case, including but not limited to:

- Email communications
- Instant messages
- Documents and spreadsheets
- Database records
- System logs
- Other relevant digital files

Please ensure that no records are deleted, modified, or otherwise altered until further notice. It is crucial that all relevant data remains intact for the duration of this litigation hold.

If you have any questions or require further clarification regarding this hold, please do not hesitate to reach out to me directly at [Your Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Your Contact Information]