

Litigation Hold Notice

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Litigation Hold Notice for Sensitive Information

Dear [Recipient Name],

This letter serves as a formal notice to inform you of a litigation hold concerning sensitive information that may be relevant to the ongoing legal matter involving [Brief Description of the Matter]. As such, you are required to preserve all records, documents, and electronically stored information (ESI) that may relate to this matter.

Please ensure that the following items are preserved:

- All emails related to [specific topics or parties]
- Documents stored in [specific storage locations]
- Any relevant instant messages or communication logs
- Backup files and databases containing pertinent information

It is crucial that no records are destroyed, deleted, or modified in any way. Failure to comply with this notice could result in serious legal consequences.

If you have any questions regarding this litigation hold notice, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]