

Litigation Hold Notice

Date: [Insert Date]

To: [Third-party Provider Name]

Address: [Third-party Provider Address]

Attention: [Contact Person's Name and Title]

Dear [Contact Person's Name],

This letter serves as formal notice of a litigation hold pertaining to [Describe the Matter, e.g., "the case of XYZ vs. ABC"]. As you may know, this matter involves [briefly describe the nature of the litigation].

We hereby request that you preserve all relevant documents, records, and communications related to this matter, including but not limited to:

- Emails
- Contracts
- Invoices
- Data files
- All other materials relevant to the case

Please ensure that no alterations, deletions, or destruction of these materials occur until further notice. Failure to comply with this hold could result in legal consequences.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]