

Litigation Hold Notice

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

As part of ongoing legal proceedings involving [Your Company Name], we are implementing a litigation hold on certain documents and materials related to our business transactions. This notice is to inform you of your obligation to preserve all relevant records and information.

Please ensure that all documents, communications, and electronic records pertaining to the following matter are retained:

- [Description of the Matter]

This hold extends to all forms of data, including but not limited to emails, correspondence, contracts, financial records, and any other relevant documentation. Do not delete, alter, or destroy any files or records related to the matter detailed above.

Your cooperation is critical to our compliance with legal requirements, and we appreciate your attention to this important matter. If you have any questions or require further clarification, please contact [Your Contact Name] at [Your Contact Email] or [Your Contact Phone Number].

Thank you for your prompt attention to this notice.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]