

DATE: [Insert Date]

TO: [Client Name/Company Name]

ATTENTION: [Specific Individual or IT Department]

FROM: [Your Name/Law Firm Name]

RE: LEGAL HOLD NOTICE: Preservation of Workplace Communications

Dear [Client Name],

This letter serves as a formal notice to preserve all documents and electronic data related to [Subject Matter/Case Name]. You have a legal obligation to ensure that no potentially relevant information is deleted, destroyed, or modified.

Please take immediate steps to preserve the following categories of workplace communications:

- **Email Correspondence:** All internal and external emails, including attachments and deleted items folders.
- **Instant Messaging:** Logs from platforms such as Slack, Microsoft Teams, Google Chat, or other internal messaging tools.
- **Mobile Communications:** Text messages (SMS), iMessages, WhatsApp messages, or other mobile app data on both company-issued and personal devices used for work.
- **Internal Collaboration Tools:** Project management software (e.g., Asana, Trello, Jira) and shared document comments.
- **Voicemail and Audio:** Recorded calls, Zoom or Teams meeting recordings, and digital voicemail files.
- **Social Media:** Any posts or private messages on professional networking sites related to this matter.

Suspension of Auto-Delete Protocols:

You must immediately suspend any automated data retention policies, "auto-delete" functions, or routine recycling of backup tapes that might impact the data described above.

Duration of This Hold:

This preservation requirement is ongoing. You must maintain these records until you receive written notice that the legal hold has been released.

Please acknowledge receipt of this letter and confirm that the necessary steps have been taken to secure these records by signing below and returning a copy to our office.

Sincerely,

[Your Signature]

[Your Printed Name]

ACKNOWLEDGMENT OF RECEIPT:

I, [Name], on behalf of [Company], acknowledge receipt of this preservation notice and confirm that internal steps have been taken to comply.

Signature: _____ Date: _____