

**PRIVILEGED AND CONFIDENTIAL  
ATTORNEY-CLIENT COMMUNICATION / ATTORNEY WORK PRODUCT**

**TO:** [Name of Affiliate Representative / Officer]

**FROM:** [Name of General Counsel / Sending Attorney]

**DATE:** [Date]

**RE:** LEGAL HOLD NOTICE: Anticipated Subpoena Regarding [Case Name/Matter Description]

**1. PURPOSE**

Our organization is currently involved in or anticipates litigation titled [Case Name]. While your entity is not a direct party to this lawsuit, we anticipate that you will receive a third-party subpoena for documents and electronically stored information (ESI) due to your corporate affiliation with [Parent/Subsidiary Name].

**2. PROHIBITION ON DESTRUCTION**

You are hereby directed to suspend the destruction, deletion, overwriting, or modification of all documents and data related to the subject matter described below. This notice supersedes any existing document retention or "auto-delete" policies.

**3. SCOPE OF PRESERVATION**

Please preserve all records from [Start Date] to the present concerning:

- [Topic 1: e.g., Contracts between Parent and Third Party]
- [Topic 2: e.g., Financial statements regarding Project X]
- [Topic 3: e.g., Communications with specific individuals]

**4. CATEGORIES OF DATA TO BE PRESERVED**

Preservation includes, but is not limited to:

- Emails and instant messages (including Slack, Teams, or SMS).
- Hard copy paper files and notebooks.
- Spreadsheets, presentations, and word processing documents.
- Data stored on local hard drives, cloud storage, and mobile devices.

**5. ACTION REQUIRED**

Please perform the following immediately:

1. Identify all employees (custodians) who may possess relevant records.
2. Distribute this notice to those individuals.
3. Confirm receipt of this letter by replying to [Name/Email] by [Date].

Failure to comply with this hold may result in legal sanctions against the corporation. This hold remains in effect until you receive written notice that it has been released.

Sincerely,

[Signature]

[Name]

[Title]