

DATE: [Insert Date]

TO: [Insert Name of Custodian/Employee]

FROM: [Insert Name of Legal Department/Compliance Officer]

SUBJECT: STATUS UPDATE: Ongoing Document Preservation Hold - [Insert Matter Name/Case Number]

Dear [Insert Name],

This letter serves as a formal update regarding the Document Preservation Hold (Legal Hold) issued to you on [Insert Original Hold Date] concerning [Insert Brief Description of Matter].

Current Status:

Please be advised that this preservation hold remains **ACTIVE**. You are required to continue preserving all hard-copy documents and electronic data that may be relevant to this matter.

Your Continued Obligations:

- Do not delete, destroy, alter, or discard any relevant information.
- Continue to suspend any automated deletion or "auto-cleanup" functions for relevant email folders or files.
- Ensure that any new documents or data created since the original notice that relate to this matter are also preserved.

Scope of Preservation:

The scope of the hold remains the same as outlined in the initial notice. This includes, but is not limited to: [Insert brief list of data types, e.g., emails, calendar entries, draft reports, and instant messages].

Acknowledgment:

Please acknowledge your receipt of this status update and your continued compliance by replying to this email or signing below and returning this document to [Insert Department Name].

If you have any questions regarding which documents are covered or if you are planning to leave the company or change hardware (laptop, mobile device), please contact [Insert Contact Name] at [Insert Phone/Email] immediately.

Thank you for your ongoing cooperation.

Sincerely,

[Insert Name]
[Insert Title]
[Insert Company Name]

Acknowledgment of Continued Compliance:

I confirm that I have received this status update and continue to comply with the preservation requirements.

Signature: _____ Date: _____