DATE: [Date]

TO: [Name of Records Custodian]
FROM: [Name of Legal Counsel/Manager]
RE: LEGAL HOLD NOTICE / INSTRUCTION TO PRESERVE RECORDS

1. PURPOSE
The purpose of this letter is to instruct you to preserve all documents and data related to [Name of Matter/Case]. This "Litigation Hold" is effective immediately. You are required to ensure that no potentially relevant information is deleted, destroyed, or altered.

2. SCOPE OF PRESERVATION
You must preserve all records created or received between [Start Date] and [End Date/Present] regarding:

- [Description of specific project, individual, or event]
- [Description of specific contracts or transactions]
- [Description of specific communications]

3. TYPES OF RECORDS TO HOLD
This instruction applies to all formats, including but not limited to:

- Hard copy paper files and notebooks.
- Electronic mail (Emails), including attachments and calendar entries.
- Word processing documents, spreadsheets, and presentations.
- Instant messages, text messages, and voicemail.
- Database records and system logs.

4. SUSPENSION OF DESTRUCTION POLICIES
You must immediately suspend any routine document destruction, "auto-delete" functions, or recycling of backup tapes that may impact records covered by this hold. Do not discard any drafts or duplicates of relevant materials.

5. ACTION REQUIRED
As the Records Custodian, you are instructed to:

- Identify all locations (physical and digital) where relevant records are stored.
- Notify IT personnel to disable automated deletion for these specific accounts.
- Securely isolate and protect these records from modification.
- Confirm receipt of these instructions by signing below.

6. DURATION
This hold remains in effect until you receive written notice from the Legal Department that the hold has been released.

_____
[Signature of Issuing Authority]
[Title]

ACKNOWLEDGMENT OF RECEIPT:

I hereby acknowledge that I have received this Litigation Hold and understand my obligations to preserve the records as described.

_____
[Signature of Records Custodian]
Date: [Date]