[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Opposing Counsel Name]
[Opposing Law Firm Name]
[Address]
[City, State, Zip Code]

RE: NOTICE OF PENDING LITIGATION / LITIGATION HOLD
Matter: [Your Client Name] v. [Opposing Party Name]
Subject Property/Incident: [Brief Description or Address]

Dear [Opposing Counsel Name],

Please be advised that this office represents [Your Client Name] in connection with the above-referenced matter. We are currently preparing to file a formal summons and complaint against your client, [Opposing Party Name], in the [Name of Court] regarding [Brief Statement of Legal Claim, e.g., Breach of Contract/Personal Injury].

The purpose of this letter is to provide formal notice of pending litigation and to demand that your client take immediate steps to preserve all evidence related to this dispute. This includes, but is not limited to, the following:

- All electronic communications, including emails and text messages.
- Physical documents, contracts, and internal memoranda.
- Surveillance footage or digital recordings.
- Electronic data, metadata, and database records.
- [Insert any specific items relevant to the case].

Failure to maintain these records may result in a motion for sanctions based on the spoliation of evidence. We request that you confirm in writing within [Number] days that your client has been instructed to implement a litigation hold.

While we are prepared to proceed with formal service of process, we are open to discussing a potential resolution prior to the commencement of discovery. If your client is interested in settlement negotiations, please contact me by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]
Counsel for [Your Client Name]