DATE: [Insert Date]

TO:
[Recipient Name/Legal Department]
[Company Name]
[Address]
[City, State, Zip Code]

RE: NOTICE OF PENDING LITIGATION AND NOTICE TO PRESERVE EVIDENCE

Dear [Recipient Name],

Please be advised that [Name of Plaintiff] has initiated or intends to initiate a legal action against [Name of Defendant] regarding [Brief Description of Matter/Incident]. This matter is currently pending in the [Court Name, if applicable] under Case Number [Case Number, if known].

We have reason to believe that your organization is in possession of documents, records, or electronically stored information (ESI) that are relevant to this matter. Specifically, this includes but is not limited to:

- [Description of specific record 1]
- [Description of specific record 2]
- [Correspondence, emails, or logs related to X]
- [Date range of relevant materials]

This letter serves as a formal request for you to take all necessary steps to preserve and prevent the destruction, alteration, or deletion of all such evidence. This preservation obligation extends to physical files as well as electronic data, including automated deletion cycles.

Please acknowledge receipt of this letter in writing and confirm that you have implemented a litigation hold on the requested materials. We will contact you shortly regarding the formal production of these documents via subpoena or other legal process.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Organization]
[Phone Number]
[Email Address]