

PRIVILEGED AND CONFIDENTIAL

ATTORNEY-CLIENT COMMUNICATION

TO: [Name of Department or Individual Employees]

FROM: [Legal Department/Name of Counsel]

DATE: [Date]

RE: LEGAL HOLD NOTICE: [Name of Matter/Litigation]

1. PURPOSE

The purpose of this memorandum is to notify you that [Company Name] is involved in [a lawsuit / an investigation / a legal dispute] regarding [Brief Description of Matter]. You have been identified as a person who may possess documents or information relevant to this matter.

2. YOUR LEGAL DUTY TO PRESERVE

You must take immediate steps to preserve and prevent the destruction, alteration, or deletion of all documents and data related to this matter. This obligation takes priority over any standard document retention or "auto-delete" policies currently in place.

3. SCOPE OF INFORMATION TO BE PRESERVED

You must preserve all information related to [Date Range] concerning the following topics:

- [Topic 1]
- [Topic 2]
- [Topic 3]

4. TYPES OF DATA INCLUDED

This hold applies to both hard copy (paper) files and electronically stored information (ESI), including but not limited to:

- Emails, calendar entries, and contact lists.
- Word documents, spreadsheets, and presentations.
- Instant messages (Slack, Teams, etc.) and text messages.
- Voicemails and audio recordings.
- Information stored on local hard drives, network drives, cloud storage, or mobile devices.

5. ACTION REQUIRED

- **Suspend Deletion:** Immediately disable auto-delete features on relevant folders or archives. Do not discard any hardware or storage media.
- **Do Not Alter:** Do not edit, modify, or rewrite documents related to this matter.
- **Confidentiality:** Do not discuss this legal hold or the underlying matter with anyone outside of the Legal Department.

6. ACKNOWLEDGMENT

Please reply to this email or sign below to confirm that you have read, understand, and will comply with the terms of this Litigation Hold.

Signature of Recipient

Date

If you have any questions regarding which documents must be preserved, please contact [Name of Legal Contact] at [Contact Information].