

**DATE:** [Insert Date]

**TO:** [Insert Employee Name/Department]

**FROM:** [Insert Legal Department/General Counsel Name]

**RE:** LEGAL HOLD NOTICE: Bankruptcy Proceedings and Creditor Communications

## **1. PURPOSE**

This notice is to inform you that [Company Name] is initiating formal corporate bankruptcy proceedings. As a result, we are under a legal obligation to preserve all documents and records related to our financial obligations and communications with creditors.

## **2. SCOPE OF HOLD**

You must preserve all documents, data, and communications (whether paper or electronic) relating to the following:

- Loan agreements, promissory notes, and credit facilities.
- Invoices, accounts payable records, and payment histories.
- All correspondence with creditors, collection agencies, or financial institutions.
- Internal memos or summaries regarding debt restructuring or insolvency.
- Financial statements, ledgers, and audit reports.

## **3. TYPES OF MEDIA TO PRESERVE**

This hold applies to all formats, including but not limited to:

- Emails and instant messages (Slack, Teams, etc.).
- Physical paper files and notebooks.
- Spreadsheets and database records.
- Voicemails and recorded calls.

## **4. ACTION REQUIRED**

**Do not delete, destroy, or alter** any relevant records. Suspend all routine document destruction policies or automated email deletion settings for the files described above. This hold remains in effect until you receive written notice from the Legal Department stating otherwise.

## **5. CONFIDENTIALITY**

The existence of this legal hold and the underlying bankruptcy proceedings may be highly confidential. Do not discuss this notice with any third parties or unauthorized personnel.

## **6. ACKNOWLEDGMENT**

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

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Signature

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Date