URGENT: LEGAL HOLD / NOTICE TO PRESERVE EVIDENCE

TO: [Name of Recipient/Department]

FROM: [Name of Legal Counsel/Compliance Officer]

DATE: [Date]

RE: Evidence Preservation Regarding SEC Inquiry [Insert Matter/Reference Number]

Dear [Name],

The Securities and Exchange Commission (SEC) has initiated a regulatory inquiry concerning [briefly describe the scope of the inquiry, e.g., specific trading activity, financial disclosures, or business practices].

In response to this inquiry, [Company Name] is required to preserve all documents and data that may be relevant to this matter. You are hereby directed to suspend the deletion, overwriting, or destruction of any records related to the following categories:

- [Description of relevant category 1]
- [Description of relevant category 2]
- Communications (emails, instant messages, and physical notes) regarding [Topic]
- Financial records and audit workpapers for the period of [Date] to [Date]

Scope of Preservation: This hold applies to all formats, including physical paper files, electronic documents, spreadsheets, databases, and metadata. It also applies to data stored on company servers, personal computers, mobile devices, and cloud storage.

Suspension of Routine Deletion: You must immediately disable any automated document retention policies or "auto-delete" functions that may impact the records described above. Do not attempt to alter, organize, or redact any files.

Confidentiality: This notice and the underlying SEC inquiry are strictly confidential. You are instructed not to discuss this matter with anyone inside or outside the company, except for legal counsel.

Please acknowledge receipt of this notice by signing below and returning it to [Department Name] by [Date].

Sincerely,

[Signature]

[Printed Name and Title]

Acknowledgment of Receipt:

I have read and understand my obligations under this Evidence Preservation Letter.

Name: ___________________________

Date: ____________________________