

**PRIVILEGED AND CONFIDENTIAL  
ATTORNEY WORK PRODUCT**

**TO:** [Name of Department Heads/Relevant Employees]

**FROM:** [Name of General Counsel/Legal Representative]

**DATE:** [Insert Date]

**RE:** LEGAL HOLD NOTICE: [Name of Borrower/Guarantor] - Loan Number [Insert Number]

**1. PURPOSE**

This notice is to inform you that [Lender Name] is initiating legal action regarding a commercial loan default and potential foreclosure proceedings involving [Borrower Name]. You have been identified as a person who may possess documents or data relevant to this matter.

**2. PROHIBITION ON DESTRUCTION**

Effective immediately, you are required to preserve all documents, data, and records relating to the loan, security agreements, and communications with the borrower. You must suspend all routine deletion, overwriting, or destruction of these materials. Failure to comply may result in severe legal sanctions against the company.

**3. SCOPE OF PRESERVATION**

The hold includes, but is not limited to, the following regarding the borrower and the subject property:

- Original loan applications and underwriting files.
- Promissory notes, mortgages, and security agreements.
- Payment histories and internal accounting records.
- Appraisals, environmental reports, and site inspection records.
- Correspondence (including emails, text messages, and instant messages).
- Notes from meetings or telephone conversations.
- Internal memoranda and credit committee reports.
- Records related to workouts, forbearance, or modifications.

**4. FORMATS**

This hold applies to both hard-copy paper files and electronic data (ESI) stored on servers, hard drives, cloud storage, mobile devices, or backup tapes.

**5. DURATION**

This hold remains in effect until you receive written notice from the Legal Department specifically releasing you from this obligation.

**6. ACKNOWLEDGMENT**

Please reply to this email or sign below to acknowledge that you have read and understand your obligations under this Legal Hold.

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[Recipient Signature/Name]

For questions, please contact [Name] at [Phone Number/Email].