

Legal Hold Data Sample

Subject: Legal Hold Notice - Case #12345

Date: 2023-09-27

To: all_employees@company.co.uk

From: legal_team@company.co.uk

Dear Team,

This is to inform you of a Britain legal hold pertaining to Case #12345. It is imperative that all relevant information is preserved without alteration or deletion until further notice. Failure to comply may result in severe legal consequences.

Key Details:

Case Number: 12345

Type: Britain Legal Hold

Effective Date: 2023-09-27

Duration: Until further notice

Relevant Information:

Emails:

Sender: j.smith@company.co.uk

Recipient: legal_team@company.co.uk

Subject: Contract Negotiations

Username:

JohnSmith1985

LegalAdmin2023

Dates:

2023-09-25

27th September, 2023

2023/09/30

Alphanumeric and Special Characters:

Document ID: LH-2023#5678

File Name: Agreement_Contract_\$456.docx

Dear John,

This letter is to inform you that we are placing a legal hold on all documents and communications related to the Acme Corporation v. John Doe legal matter (Case ID: 123456789). This legal hold means that you must preserve all documents and communications that may be relevant to this matter, regardless of whether they are in electronic or paper form.

The legal hold includes all documents and communications created, received, or sent on or after January 1, 2023. The legal hold also includes all documents and communications that are related to the Acme Corporation v. John Doe matter, even if they were created, received, or sent before January 1, 2023.

Examples of documents and communications that are subject to the legal hold include:

- Emails
- Text messages
- Instant messages
- Voicemails
- Social media posts
- Letters
- Memos
- Reports
- Presentations
- Contracts
- Invoices
- Financial records
- Any other documents or communications that may be relevant to the Acme Corporation v. John Doe matter

Please note that you are prohibited from destroying, altering, or deleting any documents or communications that are subject to the legal hold. If you have any questions about the legal hold, please contact [attorney name] at [phone number] or [email address].

Examples of semantic, fuzzy, and wildcard searches for the "legal hold" phrase:

- Semantic search: legal hold notice, preservation of evidence
- Fuzzy search: legal hod, leagal hold, legl hold, legl hod
- Wildcard search: leg* hold, *egal hold*, leg ho*

Please note that these are just examples, and the legal hold may apply to a broader range of documents and communications. If you are unsure whether a particular document or communication is subject to the legal hold, please err on the side of caution and preserve it.

Sincerely,

John Doe

I hope this is helpful!