

RETENTION LETTER

To: _____

Subject: Notice of Retention of Records and Documents

Dear Sir or Madam,

This letter serves as formal notification that [Company Name], its affiliates, officers, directors, employees, agents, and representatives (collectively, "Retaining Party"), are exercising their right to retain and preserve all records, documents, and data (including electronic information) related to the matters outlined below. The Retaining Party hereby requests that you do not dispose of, alter, destroy, or transfer any such records or information until further notice. This retention directive includes, but is not limited to, all communications, contracts, invoices, financial records, correspondence, and any other materials pertinent to the subject matter.

The scope of this retention encompasses all records concerning the following matters:

1. Any transactions, negotiations, agreements, or communications between [Company Name] and [Other Party/Parties].
2. Financial dealings, payments, invoices, and related documents.
3. Internal analyses, reports, audits, and investigations concerning the above.
4. Any other information that may be relevant or discoverable in any legal, regulatory, or administrative proceeding.

Please be advised that failure to comply with this retention request may result in legal consequences, including but not limited to sanctions for spoliation of evidence. This retention obligation applies notwithstanding any ordinary document retention or destruction policies.

This retention requirement shall remain in effect until you receive written notice from the Retaining Party indicating otherwise.

Acknowledgment of Receipt:

Please acknowledge your receipt and understanding of this letter by signing and returning the enclosed copy.

Authorized Signature

Date

Name:

Title:

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