

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the terms of the confidentiality agreement presented to me on [Insert Date]. I acknowledge the importance of safeguarding the confidential information shared during our discussions and agree to adhere to the stipulations outlined in the document.

Please let me know if you require any further information or if there are additional steps to finalize this agreement.

Thank you for entrusting me with this sensitive information.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]