

# Confidential Information Protection Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confidential Information Protection Notice

Dear [Recipient's Name],

This notice is to inform you that the information contained in this correspondence is confidential and intended solely for the use of the individual or entity to whom it is addressed. Please be aware that any dissemination, distribution, or copying of this communication is strictly prohibited.

If you have received this notice in error, please notify me immediately and delete this communication from your records. We take the protection of confidential information seriously and appreciate your understanding and cooperation in maintaining its confidentiality.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]