

Confidentiality Commitment Reminder

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Reminder of Confidentiality Commitment

Dear [Recipient Name],

I hope this message finds you well. This letter serves as a reminder of your commitment to maintaining confidentiality regarding sensitive information that you may come across during our work together.

As outlined in our previous agreement, it is crucial to ensure that all proprietary and confidential information remains protected and is only shared with authorized individuals when necessary. Breaching this confidentiality can have serious repercussions.

We appreciate your attention to this matter and your ongoing dedication to maintaining the integrity of our work.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]