

Follow-Up on Privacy Agreement

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

[Your Position]

[Your Company]

Subject: Follow-Up on Privacy Agreement

Dear [Recipient Name],

I hope this message finds you well. I am following up regarding the privacy agreement that we previously discussed. I wanted to ensure that you have received all necessary documents and have had the opportunity to review them.

If you have any questions or require further clarification, please do not hesitate to reach out. Your confidentiality and trust are important to us, and we want to finalize this agreement promptly.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]