

Confidentiality Claim Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally assert a claim of confidentiality regarding the information shared between us on [specific date or event]. The information includes [briefly describe the confidential information], which is of a sensitive nature and should be treated as confidential.

According to our agreement and applicable laws, any unauthorized disclosure of this information could result in significant legal repercussions. I trust that you will handle this matter with the utmost care.

Please confirm in writing that the confidentiality of this information will be maintained. I appreciate your attention to this serious matter.

Thank you for your prompt response.

Sincerely,

[Your Name]

[Your Title/Position]