

# Privileged Information Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Privileged Information Notice

Dear [Recipient's Name],

This message contains information that is privileged and confidential. It is intended solely for the use of the individual or entity to whom it is addressed. If you are not the intended recipient, please notify the sender and delete this email from your system.

Unauthorized review, use, disclosure, or distribution is prohibited. If you have received this communication in error, please contact me immediately.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]