

Vendor Confidentiality Compliance Letter

Date: [Insert Date]

[Vendor Name]
[Vendor Address Line 1]
[Vendor Address Line 2]
[City, State, Zip Code]

Dear [Vendor Contact Name],

We appreciate your continued partnership with [Your Company Name]. As part of our commitment to maintaining confidentiality and compliance with applicable regulations, we require all vendors to adhere to our confidentiality guidelines.

This letter serves to confirm your understanding and adherence to the following confidentiality terms:

- Ensure that all confidential information provided by [Your Company Name] is protected and not disclosed to any unauthorized third parties.
- All personnel who have access to confidential information must be informed of their responsibility to maintain confidentiality.
- In the event of a breach of confidentiality, you agree to notify [Your Company Name] immediately and cooperate in mitigating any potential damages.

Please sign and return this letter by [Insert Due Date] to confirm your compliance with these terms.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]

Signature: _____

Date: _____