

Notice for Sharing Restricted Information

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notice Regarding the Sharing of Restricted Information

Dear [Recipient's Name],

This letter serves as a formal notice regarding the sharing of restricted information pertaining to [specify topic]. As per our confidentiality agreement, it is imperative that this information remains within the confines of our authorized personnel.

Should you wish to discuss this matter or require any clarification, please do not hesitate to reach out to me directly.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]