

Subcontractor Assurance of Data Confidentiality

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

This letter serves as a formal assurance of data confidentiality concerning the sensitive information shared between [Your Company Name] and [Subcontractor Name].

As a subcontractor, you are expected to adhere strictly to our data confidentiality policies. The following conditions are emphasized:

1. All data received must be kept secure and confidential.
2. No information may be disclosed to third parties without prior written consent from [Your Company Name].
3. Appropriate measures must be implemented to protect any sensitive data from unauthorized access.

By signing this letter, you agree to comply with the outlined confidentiality terms. We appreciate your cooperation in maintaining the integrity of our shared sensitive information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Subcontractor Name]

Date: _____