

Confidential Data Transfer Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Confidential Data Transfer

Dear [Recipient's Name],

This letter is to formally notify you that confidential data pertaining to [brief description of the data] will be transferred to [Name of the receiving party] on [date of transfer]. This transfer is necessary due to [explain reason for data transfer, e.g. project requirements, compliance reasons, etc.].

Please be assured that all necessary precautions are taken to ensure the confidentiality and security of the data during this transfer process. The receiving party has been informed of their responsibilities regarding the handling of this sensitive information.

If you have any questions or concerns about this notification, please feel free to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]