

Proprietary Information Access Approval

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Approval for Access to Proprietary Information

Dear [Recipient's Name],

I am writing to formally grant you access to our proprietary information as it pertains to [specific project or purpose]. After careful consideration, we have determined that your involvement is essential for [reason for access].

Please find the terms under which the access is granted:

- Access duration: [Insert duration]
- Confidentiality obligations: [List any confidentiality terms]
- Use of information: [Describe how the information may be used]

We sincerely expect that you will handle this information with the utmost confidentiality and integrity. Please confirm your acceptance of these terms by signing below.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Acceptance:

[Recipient's Name] - Signature

[Date]