

Confidentiality Agreement

Date: [Insert Date]

To: [Auditor's Name]

[Auditor's Address]

Dear [Auditor's Name],

We are pleased to engage you as our external auditor for [Agency Name]. Due to the sensitive nature of the information you will have access to, we require all external auditors to sign this confidentiality agreement.

Confidentiality Obligations

As our auditor, you agree to the following:

- To keep all confidential information received from [Agency Name] secure and protected.
- Not to disclose any confidential information to third parties without prior written consent from [Agency Name].
- To use the confidential information solely for the purpose of conducting your audit.

Duration of Confidentiality

Your obligations under this agreement will remain in effect for [specify time period, e.g., two years] after the termination of your services.

Governing Law

This agreement shall be governed by the laws of [State/Country].

Please sign and date this agreement below to acknowledge your acceptance of these terms.

Signature: _____

Name: [Auditor's Name]

Date: _____

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]