

Confirmation of Confidentiality Obligations

Date: [Insert Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm your obligations regarding confidentiality in relation to the information shared during [specific project or agreement]. This letter serves to reiterate your commitment to maintaining the confidentiality of all proprietary and sensitive information disclosed to you.

Please acknowledge the following confidentiality obligations:

- You agree to keep all confidential information strictly confidential and not disclose it to any third party without prior written consent.
- You will use the confidential information solely for the purposes outlined in [specific project or agreement].
- You will take all reasonable measures to protect the confidentiality of the information.

By signing below, you confirm your understanding and acceptance of these confidentiality obligations.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]

[Recipient's Name] - Signature