

# Confidentiality Assurance Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm our commitment to maintaining the confidentiality of any information shared during the financial due diligence process related to [Brief description of the transaction or purpose]. Our aim is to ensure that all sensitive data and communications are handled with the utmost care.

As part of our due diligence process, we may obtain access to financial statements, operational data, and other proprietary information. We assure you that this information will be used solely for the purpose of evaluation and will not be disclosed to any third parties without prior written consent.

We understand the importance of trust and confidentiality in this process and appreciate your cooperation. Please feel free to reach out if you have any concerns or questions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[Your Contact Information]