

Client Confidentiality Compliance Reminder

Dear [Client's Name],

This letter serves as a reminder regarding the importance of maintaining client confidentiality as per our agreement. We value your trust and want to assure you that our commitment to protecting your sensitive information remains our top priority.

As we continue to work together, please remember to:

- Keep all client-related documents secure.
- Avoid discussing sensitive information in public places.
- Ensure that electronic communications are encrypted when necessary.

If you have any questions or concerns regarding our confidentiality policies, please do not hesitate to reach out to us.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]