

Confidentiality Obligation in Legal Advice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Subject: Confidentiality Obligation

Dear [Recipient's Name],

This letter serves to confirm our mutual understanding regarding confidentiality in relation to the legal advice and services I provide to you. The information shared during our discussions will remain strictly confidential and should not be disclosed to any third parties without prior written consent.

In accordance with legal and ethical obligations, I commit to safeguarding your confidential information and ensuring it is used solely for the purpose of providing legal advice and services.

Please acknowledge your acceptance of these confidentiality terms by signing a copy of this letter and returning it to me.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Contact Information]

Acknowledgement:

[Recipient's Name]

Date: _____