

# Confidentiality Commitment Reminder

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Reminder of Confidentiality Commitment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you of your commitment to confidentiality as outlined in our agreement dated [Insert Agreement Date]. It is crucial that any sensitive information related to our work remains confidential and is handled appropriately.

Please take a moment to review the terms of our agreement and ensure that all practices align with our confidentiality expectations. Your attention to this matter is greatly appreciated, as it helps maintain the integrity of our work and the trust of all parties involved.

If you have any questions or require further clarification regarding your responsibilities, please do not hesitate to reach out.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]