

Letter Template for Petition for Disclosure of Proprietary Information

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Subject: Petition for Disclosure of Proprietary Information

Dear [Recipient Name],

I am writing to formally petition for the disclosure of proprietary information held by [Company/Organization Name], which I believe is necessary for [brief explanation of purpose, e.g., "a project" or "a legal proceeding"].

As per [reference any relevant laws, agreements, or policies], I understand that access to such information may be granted under specific circumstances. The proprietary information I am requesting includes [specify the information, e.g., "technical data," "business plans," etc.].

I assure you that this information will be treated with the utmost confidentiality and used exclusively for [mention the intended use]. I am willing to comply with any necessary conditions to facilitate this request.

Please let me know at your earliest convenience how we can proceed with this request. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Organization, if applicable]