

Request for Confidential Information Disclosure

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request the disclosure of confidential information pertaining to [specific information or subject matter]. As [your position or title] at [your company/organization], this information is essential for [briefly explain the purpose of the request].

To ensure compliance with privacy regulations, I assure you that any information provided will be handled with the utmost care and confidentiality. We are committed to respecting the confidentiality and integrity of the data.

Should you require any further information or documentation to process this request, please feel free to contact me at [your phone number] or [your email address]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]