

# Confidentiality Obligations Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confidentiality Obligations

Dear [Recipient's Name],

This letter outlines the confidentiality obligations regarding the sensitive information that may be shared during our communications.

## 1. Definition of Confidential Information

Confidential information includes all written, electronic, or verbal communications that are designated as confidential, including but not limited to: [list specific types of information].

## 2. Obligations

The undersigned agrees to:

- Maintain the confidentiality of the information shared.
- Restrict access to the information to authorized personnel only.
- Use the information solely for the purposes agreed upon.
- Return or destroy all confidential information upon request.

## 3. Exceptions

The confidentiality obligations do not apply to information that:

- Is or becomes publicly available without breach of this agreement.
- Was lawfully known to the recipient prior to disclosure.
- Is disclosed pursuant to legal obligation or court order.

## 4. Duration

The obligations outlined in this letter will remain in effect for [number] years from the date of signing.

Please sign below to acknowledge your understanding and acceptance of these confidentiality obligations.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

## **Acceptance**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_