

Guest List Restricted Access Agreement

Date: _____

Recipient Name: _____

Address: _____

Dear [Recipient Name],

This letter serves as a formal agreement regarding the restricted access to the guest list for [Event Name] taking place on [Event Date]. The guest list is confidential and intended solely for the use of authorized personnel.

By signing this agreement, you acknowledge and agree to the following terms:

- You will not disclose the contents of the guest list to any unauthorized individuals.
- You will use the guest list solely for purposes related to [Event Name].
- You understand that any breach of this agreement may result in legal actions.

In witness whereof, the parties hereto have executed this Guest List Restricted Access Agreement as of the date first above written.

Signature: _____

Name: _____

Title: _____

Guest List Coordinator

[Organization Name]

Contact Information: _____