

Telephonic Conversation Recording Disclaimer

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Disclaimer for Telephonic Conversations

Dear [Recipient's Name],

This is to inform you that during our telephonic conversations, it may be necessary to record the calls for quality assurance and training purposes. By continuing with the conversation, you consent to the recording of this call.

Please be assured that the recordings will be treated with strict confidentiality and will only be used in accordance with applicable laws and regulations.

If you have any concerns regarding this disclaimer, please do not hesitate to contact me.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]