

Confidential Information Exchange Guidelines

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Guidelines for Confidential Information Exchange

Purpose

This letter outlines the guidelines to be followed for the exchange of confidential information between [Your Company] and [Recipient Company].

Guidelines

1. All confidential information must be clearly marked as "Confidential."
2. Confidential information should only be shared with authorized personnel.
3. Information should be exchanged through secure channels, such as encrypted emails or secure file transfer protocols.
4. Do not disclose confidential information to any third party without prior written consent.
5. Maintain a record of all information exchanged, including dates and parties involved.
6. Return or destroy all confidential information upon request or termination of the agreement.

Contact Information

If you have any questions or require further clarification regarding these guidelines, please contact me at:

Email: [Your Email Address]

Phone: [Your Phone Number]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]