

Audit Confidentiality Agreement

Date: [Insert Date]

To: [Consulting Firm Name]

Address: [Consulting Firm Address]

Dear [Consulting Firm Contact Name],

Subject: Audit Confidentiality Agreement

This Audit Confidentiality Agreement ("Agreement") is made and entered into by and between [Your Company Name] ("Disclosing Party") and [Consulting Firm Name] ("Receiving Party") as of the date first written above.

1. Purpose

The purpose of this Agreement is to outline the terms and conditions regarding the confidential information shared during the audit process.

2. Definition of Confidential Information

Confidential Information refers to any data or information disclosed by the Disclosing Party to the Receiving Party, whether in written, electronic, or oral form.

3. Obligations of Receiving Party

The Receiving Party agrees to:

- Maintain the confidentiality of the Confidential Information.
- Limit disclosure of the Confidential Information to its employees and agents on a need-to-know basis.
- Not use the Confidential Information for any purpose other than the audit.

4. Term

This Agreement shall remain in effect for [Insert Duration] from the date of execution.

5. Governing Law

This Agreement shall be governed by the laws of [Insert State/Country].

Both parties agree to the terms and conditions outlined in this Agreement.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

Accepted and Agreed:

[Consulting Firm Name]

[Consulting Firm Representative Name]

[Title]

[Date]