

# Audit Confidentiality Agreement

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Institution Name]

[Insert Institution Address]

Dear [Insert Recipient Name],

This Audit Confidentiality Agreement ("Agreement") is made between [Insert Auditor's Firm Name] ("Auditor") and [Insert Institution Name] ("Institution") for the purpose of ensuring the confidentiality of information exchanged during the audit process.

## 1. Definition of Confidential Information

For the purposes of this Agreement, "Confidential Information" includes any and all information disclosed by the Institution to the Auditor, whether in written, electronic, or verbal form, including but not limited to financial records, audit reports, and other sensitive data.

## 2. Obligations of the Auditor

The Auditor agrees to:

- Maintain the confidentiality of the Confidential Information.
- Not disclose any Confidential Information to any third parties without prior written consent from the Institution.
- Use the Confidential Information solely for the purpose of conducting the audit.

## 3. Term

This Agreement shall commence on the date first written above and shall remain in effect for a period of [insert duration] or until such time the Confidential Information is no longer confidential.

## 4. Governing Law

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

By signing below, the parties agree to the terms of this Audit Confidentiality Agreement.

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[Insert Recipient Name]

[Insert Title]

[Insert Institution Name]

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[Insert Auditor's Name]

[Insert Title]

[Insert Auditor's Firm Name]

Thank you for your cooperation.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Your Contact Information]