

# Audit Confidentiality Agreement

Date: [Insert Date]

To: [Insert Recipient's Name]

Company: [Insert Company Name]

Address: [Insert Company Address]

Dear [Insert Recipient's Name],

This Audit Confidentiality Agreement ("Agreement") is made between [Insert Company Name] ("Disclosing Party") and [Insert Auditing Firm Name] ("Receiving Party") as of the date first written above.

## 1. Purpose

The purpose of this Agreement is to protect the confidentiality of information exchanged during the audit process.

## 2. Definition of Confidential Information

For the purpose of this Agreement, "Confidential Information" means any data or information that is proprietary to the Disclosing Party and not generally known to the public.

## 3. Obligations of Receiving Party

The Receiving Party agrees to:

- Treat all Confidential Information with the utmost care.
- Not disclose any Confidential Information to any third party without prior written consent from the Disclosing Party.
- Use the Confidential Information solely for the purpose of the audit.

## 4. Term

This Agreement shall commence on the date written above and shall continue for [insert duration] unless terminated by either party with written notice.

## 5. Governing Law

This Agreement shall be governed by the laws of [Insert Applicable Jurisdiction].

By signing below, both parties agree to abide by the terms of this Confidentiality Agreement.

Signed,

[Insert Disclosing Party Representative Name]

[Insert Title]

[Insert Company Name]

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Signed,

[Insert Receiving Party Representative Name]

[Insert Title]

[Insert Auditing Firm Name]

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