

Audit Confidentiality Agreement

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Company Name]
[Insert Address]
[Insert City, State, Zip Code]

Dear [Insert Recipient's Name],

This Audit Confidentiality Agreement ("Agreement") is entered into as of the date first written above by and between [Insert Your Company Name], located at [Insert Your Company Address] ("Disclosing Party") and [Insert Recipient's Company Name], located at [Insert Recipient's Company Address] ("Receiving Party").

1. Confidential Information

For the purposes of this Agreement, "Confidential Information" shall include all information disclosed by the Disclosing Party to the Receiving Party, whether oral, written, or electronic, including but not limited to financial records, client lists, and business strategies.

2. Obligations of Receiving Party

The Receiving Party agrees to:

- a) Keep the Confidential Information strictly confidential;
- b) Not disclose the Confidential Information to any third parties without the prior written consent of the Disclosing Party;
- c) Use the Confidential Information solely for the purpose of conducting the audit.

3. Duration

This Agreement shall remain in effect for a period of [Insert Duration] from the date of disclosure of the Confidential Information.

4. Governing Law

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

Please indicate your acceptance of this Agreement by signing below.

Disclosing Party:

[Insert Your Name]
[Insert Your Title]
[Insert Your Company Name]

Receiving Party:

[Insert Recipient's Name]
[Insert Recipient's Title]
[Insert Recipient's Company Name]

Thank you for your cooperation.

Sincerely,

[Insert Your Name]
[Insert Your Title]
[Insert Your Company Name]
[Insert Your Contact Information]