

# Audit Confidentiality Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

This Audit Confidentiality Agreement ("Agreement") is made and entered into by and between [Your Company Name], located at [Your Company Address] ("Disclosing Party") and [Recipient's Company Name], located at [Recipient's Company Address] ("Receiving Party").

## 1. Purpose

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

## 2. Definition of Confidential Information

For the purpose of this Agreement, "Confidential Information" shall include all information disclosed by the Disclosing Party to the Receiving Party, whether in written, oral, or electronic form, that is designated as confidential or that should reasonably be understood to be confidential.

## 3. Obligations of the Receiving Party

The Receiving Party agrees to:

- Keep all Confidential Information strictly confidential.
- Not disclose Confidential Information to any third parties without prior written consent from the Disclosing Party.
- Use Confidential Information solely for the purpose of the audit.

## 4. Duration

This Agreement shall remain in effect for a period of [insert duration] from the date of execution.

## 5. Governing Law

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

By signing below, the parties acknowledge their agreement to be bound by the terms of this Audit Confidentiality Agreement.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

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Accepted and Agreed:

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_