Audit Confidentiality Agreement

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Company Name]

[Insert Company Address]

Dear [Recipient's Name],

This Confidentiality Agreement ("Agreement") is entered into as of the date above between [Your Company Name] ("Disclosing Party") and [Recipient's Company Name] ("Receiving Party"). The purpose of this Agreement is to protect the confidential information exchanged during the audit process related to [insert audit subject].

1. Definition of Confidential Information

For purposes of this Agreement, "Confidential Information" shall include all written, electronic, or oral information disclosed by the Disclosing Party to the Receiving Party, including but not limited to technical specifications, financial data, client lists, and any other proprietary data.

2. Obligations of the Receiving Party

The Receiving Party agrees to:

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

3. Term

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

4. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of [insert jurisdiction].

Please indicate your acceptance of this Agreement by signing below.

Sincerely,

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

Agreed and Accepted:

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