

Confidentiality Agreement Commitment Check-In

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Confidentiality Agreement Commitment Check-In

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing commitment to maintaining the confidentiality of sensitive information as stipulated in our Confidentiality Agreement dated [Insert Date of Agreement], I wanted to take a moment to check in and reinforce our mutual understanding and obligations.

Please take a moment to review the following points:

- Ensure that all confidential information is stored securely.
- Limit access to confidential information to authorized personnel only.
- Report any breaches or unauthorized disclosures immediately.

We appreciate your commitment to confidentiality and the integrity of our shared information. If you have any questions or concerns about the agreement, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]