

Confidentiality Agreement Compliance Reminder

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Reminder: Compliance with Confidentiality Agreement

Dear [Recipient's Name],

This is a friendly reminder regarding the confidentiality agreement signed on [Insert Agreement Date]. As you are aware, maintaining the confidentiality of sensitive information is crucial to our operations and the trust our clients place in us.

Please ensure that you are adhering to the terms outlined in the agreement, particularly regarding:

- Non-disclosure of proprietary information
- Limitations on data sharing
- Proper handling and storage of confidential materials

If you have any questions or need clarification regarding any of the terms, feel free to reach out to me directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]