

Confidentiality Agreement Reminder

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name/Your Company]

Subject: Reminder of Confidentiality Agreement Obligations

Dear [Recipient Name],

I hope this message finds you well. I am writing to remind you of the confidentiality obligations outlined in our agreement dated [Insert Date of Agreement]. As you are aware, the protection of sensitive information shared between our parties is crucial for maintaining trust and integrity in our working relationship.

Please ensure that any confidential information remains secure and is not disclosed to any unauthorized parties, as specified in Section [Insert Section Number] of our agreement.

If you have any questions regarding your obligations, please feel free to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]