

Confidentiality Commitment Update

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of an update to our confidentiality commitment regarding the handling of sensitive information within our organization. As part of our ongoing efforts to enhance our privacy and security measures, we have implemented revised protocols that align with industry standards.

We remain committed to protecting the confidentiality of your information and ensuring compliance with relevant regulations. Please find the updated confidentiality policy attached for your review.

Should you have any questions or require further clarification, please do not hesitate to reach out to me directly.

Thank you for your continued trust and partnership.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company]