

Confidentiality Obligation Reaffirmation Letter

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company/Organization]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Recipient Name]
[Recipient Title]
[Recipient Company/Organization]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to reaffirm my commitment to the confidentiality obligations outlined in the Non-Disclosure Agreement (NDA) dated [Insert NDA Date]. I understand the importance of protecting sensitive information and am dedicated to maintaining the confidentiality of any proprietary or confidential data shared during our professional relationship.

Please feel free to reach out if you have any questions or require further confirmation regarding our confidentiality obligations.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Contact Information]