

# Confidentiality Commitment Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I, [Your Name], hereby commit to maintaining the confidentiality of any proprietary and sensitive information shared with me during the course of our relationship. I understand that this information may include but is not limited to trade secrets, business strategies, client lists, and financial data.

I agree not to disclose such information to any third party without prior written consent from [Company Name]. I will take all reasonable steps to protect this information and ensure its confidentiality.

By signing this letter, I confirm my commitment to uphold the principles of confidentiality and to act in the best interests of [Company Name].

Thank you for entrusting me with this important information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]