

# Confidential Information Access Assignment

**Date:** [Insert Date]

**To:** [Recipient Name]

**From:** [Your Name]

**Subject:** Confidential Information Access Assignment for [Project Name]

Dear [Recipient Name],

This letter serves to formally assign you access to confidential information relating to the [Project Name] project. As part of your responsibilities, you are required to handle this information with the utmost care and maintain its confidentiality.

The specific details of the confidential information accessible to you are as follows:

- Detail 1
- Detail 2
- Detail 3

Please ensure that all data is used solely for the purpose of the project and not disclosed to unauthorized individuals. Failure to comply with this confidentiality agreement may result in disciplinary actions, including termination of access rights.

If you have any questions regarding this assignment, feel free to reach out to me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]