

Confidential Information Access Grant Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your request for access to confidential information has been granted. This access allows you to review and utilize the specified information in accordance with the relevant policies and procedures.

Details of the granted access are as follows:

- Access Start Date: [Insert Date]
- Access End Date: [Insert Date]
- Information Description: [Brief Description of the Information]

Please ensure that you maintain the confidentiality of the information and adhere to all guidelines associated with its use. Any unauthorized disclosure or misuse of the information may result in disciplinary action.

If you have any questions regarding this access or require further assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]