

Confidential Information Access Permissions Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves to confirm your access permissions to confidential information pertaining to [Specify Project or Area of Information]. As discussed, you are authorized to access the following information:

- [Detail of confidential information 1]
- [Detail of confidential information 2]
- [Detail of confidential information 3]

Please be reminded that this information is confidential and should be handled according to the company's confidentiality policies. Any unauthorized disclosure or use of this information may result in disciplinary action.

If you have any questions regarding your access or the handling of this information, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]