

Confidential Information Access Rights Extension

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your access rights to confidential information have been reviewed and are hereby extended. This extension is granted under the terms and conditions outlined in our confidentiality agreement dated [Insert Agreement Date].

Your continued access to this information is crucial for [insert reason, e.g., project completion, compliance requirements]. Please ensure that all sensitive information is handled with the utmost care and in accordance with company policies.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your commitment to maintaining confidentiality.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]