

Confidential Information Access Verification Documentation

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

This letter serves to verify your access to confidential information as discussed in our previous communications. The following details outline the scope and conditions under which you are granted access:

Access Details:

- **Confidential Information:** [Specify Information Accessed]
- **Purpose of Access:** [Explain Purpose]
- **Access Duration:** [Specify Duration]
- **Conditions:** [List Conditions]

Please acknowledge receipt of this documentation and your agreement to the terms outlined herein by signing below.

Signature: _____

Name: [Recipient Name]

Date: [Insert Date]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]