

[Sender Name]  
[Sender Title]  
[Company Name]  
[Address]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Address]

**RE: Verification of Client Confidentiality and Non-Disclosure Obligations**

Dear [Recipient Name],

This letter serves as formal verification that [Company Name] and its employees are bound by strict confidentiality protocols and non-disclosure requirements regarding all information shared by [Client Name].

We acknowledge that during the course of our professional engagement, we may have access to "Confidential Information," which includes, but is not limited to, proprietary data, business strategies, financial records, and personal client information.

By way of this letter, we confirm the following:

- All sensitive information is handled in accordance with the signed Non-Disclosure Agreement (NDA) dated [Date of Agreement].
- Access to client data is restricted only to authorized personnel directly involved in the project.
- We maintain industry-standard physical and digital security measures to prevent unauthorized disclosure or data breaches.
- Confidentiality obligations remain in effect both during and after the conclusion of our business relationship.

Should you require any further documentation or have questions regarding our data protection policies, please do not hesitate to contact us.

Sincerely,

[Signature]

[Sender Name]  
[Company Name]