

[Date]

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

**Subject: Verification of Proprietary Candidate Data Protection**

Dear [Recipient Name],

This letter serves as a formal request to verify the protection and handling of proprietary candidate data shared with [Company Name] by [Your Organization Name] during the recruitment process for [Job Position/Reference Number].

To ensure compliance with our mutual confidentiality agreements and applicable data privacy regulations, please confirm the following:

- Candidate information is stored in a secure environment with restricted access.
- The data is being used solely for the specific recruitment purpose for which it was provided.
- All internal staff handling this data are bound by confidentiality obligations.
- Data will be deleted or de-identified once the retention period expires or the hiring process concludes.

Please provide written confirmation of your compliance with these standards by [Date]. We value our partnership and appreciate your commitment to maintaining the integrity of sensitive candidate information.

Sincerely,

[Your Signature]  
[Your Name]  
[Your Title]  
[Your Organization Name]