

Confidentiality Request Letter

Subject: Request for Confidential Treatment of Information

Dear [Recipient Name],

I am writing to formally request that certain information shared with your organization be treated as confidential and proprietary to [Company Name].

Specifically, we are requesting confidential treatment for: [Description of information]

This information represents significant investment in research, development, and strategic planning.

Public disclosure could substantially harm our competitive position and business interests.

We respectfully request that you:

1. Maintain this information in strict confidence
2. Limit internal access to only those individuals with a legitimate need to know
3. Implement appropriate security measures to prevent unauthorized disclosure
4. Refrain from making any public statements or disclosures regarding this information
5. Notify us immediately if you become aware of any unauthorized access or disclosure

We are prepared to execute a formal confidentiality agreement if your policies require one. Please let us know your standard procedures for handling confidential information and any documentation you need from us.

Thank you for your understanding and cooperation in protecting our proprietary information.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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