[NAME/ORGANIZATION LETTERHEAD]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[EMAIL ADDRESS]

[PHONE NUMBER]

[DATE]

[RECIPIENT’S NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Request for Acknowledgment of Ongoing Confidentiality Obligations**

Dear [RECIPIENT’S NAME],

I hope this letter finds you well. As you are aware, the confidentiality obligations outlined in the agreement dated [DATE OF AGREEMENT] (the “**Agreement**”) between [ORGANIZATION] and [RECIPIENT’S ORGANIZATION] remain in effect beyond the term of the Agreement.

In accordance with Section [NUMBER] of the Agreement, both parties are required to continue protecting any confidential information disclosed during the course of our relationship. This includes refraining from disclosing, sharing, or using such information in any manner not permitted under the Agreement.

To ensure mutual understanding and compliance, we kindly request your written acknowledgment of these ongoing obligations. Please confirm your acknowledgment by signing and returning the enclosed acknowledgment form by [*specific date, e.g., within 10 business days*].

If you have any questions or require clarification regarding these obligations, please direct your inquiries to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

We appreciate your cooperation in maintaining the confidentiality of proprietary information and look forward to receiving your acknowledgment promptly.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]