[NAME/ORGANIZATION LETTERHEAD]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[EMAIL ADDRESS]

[PHONE NUMBER]

[DATE]

[RECIPIENT’S NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Request for Clarification on Confidentiality Obligations**

Dear [RECIPIENT’S NAME],

I hope this message finds you well. I am writing to seek clarification regarding specific aspects of the confidentiality obligations outlined in [AGREEMENT NAME/REFERENCE], dated [DATE OF AGREEMENT] between [ORGANIZATION] and [RECIPIENT’S ORGANIZATION].

To ensure full compliance and alignment with the terms of the agreement, I would appreciate additional details on the following points:

* 1. **Scope of Confidential Information**: Could you confirm whether the scope of “Confidential Information” includes [*specific examples or concerns, e.g., “information disclosed verbally during meetings”*]?
  2. **Permitted Disclosures**: Are there any additional circumstances under which disclosure of Confidential Information is permitted beyond those outlined in Section [NUMBER]?
  3. **Retention Obligations**: Please clarify the requirements for the retention or deletion of Confidential Information upon the conclusion of our agreement.

If possible, kindly provide a response by [SPECIFIC DEADLINE].

Should you require any further details regarding my queries, I am available at [EMAIL ADDRESS/PHONE NUMBER] to discuss this matter.

Thank you for your prompt attention to this request. I look forward to your response to ensure a mutual understanding of the confidentiality terms.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]