

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Personal Confidentiality

I hope this message finds you well.

[Insert your message regarding the matter of confidentiality here,
clearly stating the purpose and any necessary details while emphasizing
the importance of maintaining confidentiality.]

Thank you for your attention to this matter. I appreciate your
understanding and cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]