

PRIVATE AND CONFIDENTIAL

[Sender's Name]
[Sender's Address]
[City, State, Zip Code]
[Date]

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

Subject: Consultation Regarding [Project Name/Case Reference]

Dear [Recipient's Name],

This letter serves as a formal request for a private and confidential consultation regarding [briefly state the purpose of the consultation].

Given the sensitive nature of the matters to be discussed, I request that the details of our conversation and any shared documentation remain strictly confidential. I would like to explore [mention specific goals or questions] and seek your professional guidance on the next steps.

I am available for a meeting at your earliest convenience. Please let me know your availability for a call or an in-person meeting during the week of [Date].

I have attached [List any documents, if applicable] for your preliminary review. Please ensure these materials are handled in accordance with your standard confidentiality protocols.

Thank you for your time and professional attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Signature]
[Typed Name]