

[Company Name]
[Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: Disclosure Regarding Use of Artificial Intelligence and Client Confidentiality

Dear [Client Name],

This letter serves to formally disclose [Company Name]'s use of Artificial Intelligence (AI) tools in the delivery of our services and to outline our protocols regarding data confidentiality and liability.

1. Use of AI Tools

We may utilize AI-powered technologies to assist in research, drafting, data analysis, and administrative tasks. These tools are used to enhance efficiency and work quality.

2. Confidentiality and Data Security

We are committed to protecting your confidential information. When using AI tools, we employ the following safeguards:

- Redacting personally identifiable information (PII) before processing data through third-party AI platforms.
- Utilizing "enterprise-grade" AI subscriptions that opt-out of using submitted data for model training.
- Restricting the input of highly sensitive or trade-secret information into open-access AI models.

3. Limitations and Liability

While AI tools increase productivity, they are subject to limitations, including potential inaccuracies ("hallucinations"). Please be advised of the following:

- **Human Oversight:** All AI-generated outputs are reviewed and verified by our professional staff before being finalized.
- **Liability Waiver:** [Company Name] shall not be held liable for any damages resulting from technical errors, data breaches at third-party AI providers, or inaccuracies inherent in AI technology that occur despite our reasonable security measures.
- **Third-Party Terms:** Use of these tools is subject to the terms of service of the respective AI providers (e.g., OpenAI, Microsoft, Google).

4. Consent

By continuing to engage our services, you acknowledge and consent to our use of AI tools as

described above. If you wish to opt-out of AI involvement in your specific projects, please notify us in writing immediately.

Should you have any questions regarding our AI policies, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]