

**Date:** [Insert Date]

**To:** [Contact Name]  
[Vendor Company Name]  
[Vendor Address]

**Subject: Advisory Regarding Confidentiality Protocols**

Dear [Contact Name],

This letter serves as a formal advisory regarding the confidentiality protocols governing our ongoing business relationship. As a valued third-party vendor for [Your Company Name], you have access to sensitive information, proprietary data, and intellectual property.

Please be advised that all information shared during the course of our engagement remains strictly confidential. This includes, but is not limited to:

- Client and customer data
- Internal business processes and strategies
- Technical specifications and software code
- Financial records and pricing structures

We require your organization to adhere to the following protocols:

1. **Data Protection:** Ensure all shared data is stored on secure, encrypted systems.
2. **Access Control:** Limit access to our information only to employees directly involved in our project.
3. **Disclosure Prohibition:** Do not disclose, copy, or distribute any confidential materials to unauthorized third parties without prior written consent.
4. **Incident Reporting:** Notify [Your Company Name] immediately in the event of any suspected data breach or unauthorized access.

Please acknowledge receipt of this advisory and confirm that your team is in compliance with these security expectations. This advisory supplements any existing Non-Disclosure Agreements (NDA) currently in effect between our organizations.

Thank you for your cooperation in maintaining the integrity of our professional partnership.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]