

[Print on Confidentiality Envelope Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

Confidentiality Envelope Address

In respect of the above agreement, I request you to send copies of the following documents which are in your possession and which contain confidential information concerning <<Name of Contact>> to:

Name

<<insert name>>

Address

<< >>
<< >>
<< >>

Documents:

<< >>
<< >>
<< >>
<< >>

We/I shall of course reimburse you for any costs incurred by you in providing the requested information to the above.

Yours sincerely

<<Name>>