

[Print of address]

<<Recipient's Name>>
<<Company / Business Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Recipient's Name>>,

Request for Confidential Information

I am writing in reference to a <<insert name of Party 1>> and <<insert name of Party 2>>, dated <<insert date of Agreement>> for the purposes of <<insert brief description of Agreement>> (the "Agreement").

Under the provisions of Clause <<insert clause number>> of the Agreement, governing the use of confidential information <<insert name of Party 1>> is seeking your authorisation to use the following information <<insert name of Party 2>> (the "Confidential Information"):

1. <<insert description of Confidential Information>>
2. <<add further items of Confidential Information>>

[We] OR [I] hereby request <<insert name of Party 1>> to provide the Confidential Information set out above as follows:

1. <<insert description of Confidential Information>>
2. <<add further items of Confidential Information>>

I look forward to receiving your response in due course. Please do not hesitate to contact [me] OR [<<insert name of Party 1>>] if you have any questions or would like to discuss this matter further.

Yours sincerely,

<<Name & Title>>
[For and on behalf of <<insert name of Party 1>>]

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