

Confidentiality Statement Template for Email Communication

Use this **confidentiality statement template** to ensure your email communications are protected and comply with privacy standards. It clearly informs recipients about the sensitive nature of the information and legal obligations. Incorporate this template to maintain professionalism and safeguard confidential data.

Sample Confidentiality Statement for Emails

This email and any attachments are intended solely for the use of the individual or entity to whom they are addressed and may contain confidential and/or privileged information. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or taking any action in reliance on the contents of this information is strictly prohibited. If you have received this email in error, please notify the sender immediately and delete this email from your system. Thank you for your cooperation.