

Date

Dear Mr.:

(Your Company Name) has requested certain financial statements of ABC123, Inc., including the fiscal 20__ operating results, balance sheets and cash flow statements and subsequent quarterly statements. We are aware, ABC123, Inc. is a privately held company in a very competitive industry. Accordingly, this confidential information is to be used exclusively for purposes of evaluating the financial and operating position of ABC123, Inc for the granting of credit. ABC123 and the management team should understand such evaluations may be communicated to certain employees of (Your Company Name) who are in the position of assisting in the decision of granting credit. However, (Your Company Name) understands the confidential nature of these documents and will only share them internally with the people on a need to know basis.

Furthermore, (Your Company Name) receipt and use of this information will serve as our acceptance of these conditions, including responsibility for any unauthorized disclosures, unless such disclosure is made pursuant to a court order or subpoena of a government agency with authority to compel such information. In such a case, unless prohibited by law, our right to release such information is contingent upon providing ABC123, Inc. with prior written notice and an opportunity to challenge the document production before disclosing any confidential information.

A representative of (Your Company Name) has signed below so we ask that a representative from ABC123, Inc. please sign below to further confirm your acceptance of these terms and conditions. After this agreement has been duly signed the requested financial information will be forwarded to (Your Company Name). Thank you for your cooperation.

AGREED AND ACCEPTED

By: _____

Its: _____

Date: _____

AGREED AND ACCEPTED

By: _____

Its: _____

Date: _____