

Confidentiality Letter

From sgwashere.com/legal-templates/introduction-confidentiality-letter/ · updated 19 October 2026

HOW TO USE IT

Fill in every [BLANK]. Where you see ☐ options, keep the ones you want and strike the rest.

BEFORE YOU SIGN

This is a template, not legal advice. Laws differ by country and by state. Have a lawyer where you live read it before anyone signs.

Dear [NAME],

[CLIENT NAME] has asked me to write a book about [SUBJECT NAME], and has suggested I speak with you. Thank you for agreeing to talk to me. This letter sets out how I will treat what you tell me, and asks one thing of you in return.

Everything you tell me is confidential. I will use it only to write the book. I will not share it with anyone outside the small team working on the book without your agreement, and I will not use it for anything else, during the project or after it.

If you tell me something is off the record, I will not quote you or attribute it to you.

If I would like to quote you by name, I will ask you to sign a short interview consent form first, which explains how your words will be used.

[CLIENT NAME] would like the book kept private until it is published. ☐ Please do not mention the book, or our conversation, to anyone else. ☐ You may mention the book, but please keep the details we discuss to yourself.

If we record our conversation, the recording will be stored securely and deleted [WITHIN 12 MONTHS OF PUBLICATION]. You can ask me at any time what I hold about you, and ask me to delete it before [DATE].

If you are happy with this, please sign below and send me a copy, or reply to my email saying you agree. If you have any questions, write to me at [WRITER EMAIL] or call [PHONE].

With thanks,

[WRITER NAME]

I have read this letter and agree to it

SIGNATURE

FULL NAME

DATE