

CCS Insights: Letters to Customers - Confidential Covering Letter

Feel the CCS & Co Difference

[Print on Company's Letterhead]

<<Date>>

<<Contact Name>>

<<Trading/Company Name of your Customer>>

<<Address>>

<<STRICTLY PRIVATE AND CONFIDENTIAL>>

Dear <<Name of Contact>>,

<<Re: <<Name of Project/Company etc.>>>>

Please find herewith information relating to the above <<Name of Project/Company etc. >>. This information and all enclosures have been forwarded to you for the sole purpose of your <<evaluation/consideration for purchase/independent analysis etc. >>.

The contents are for your eyes only. No copies are to be made or third parties shown this information without our written consent.

We should be grateful if you would acknowledge receipt and confidentiality of this information by signing and returning the enclosed copy.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

Encl. <<Memo>>

**For further consultation, please
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