

Subject: Confidential Information

Hi Team,

Please find below the sensitive information that we discussed in our last meeting:

**\*\*Employee Details:\*\***

Name: John Doe  
SSN: 123-45-6789  
Address: 123 Elm St, Springfield, IL 62704  
Phone: (555) 123-4567  
Email: john.doe@example.com

**\*\*Bank Account Information:\*\***

Account Holder: John Doe  
Bank: Springfield Bank  
Account Number: 987654321  
Routing Number: 001234567

**\*\*Project Budget:\*\***

Total Budget: \$100,000  
Funds Used: \$45,000  
Remaining Balance: \$55,000

Please ensure that this information is handled with the utmost confidentiality and is only shared with authorized personnel.

Best,  
Jane Smith  
Project Manager  
Contact: (555) 765-4321  
Email: jane.smith@company.com