

# Email Disclaimer Examples: Confidential Footer and Email Confidentiality Notice Samples

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Clear, secure communication is the foundation of every attorney-client relationship. Whether information is shared in the body of an email or in an attachment, even a minor breach can compromise privilege, expose sensitive data, and create regulatory or financial risk.

[Because email remains](#) the primary communication method for most law firms, including a proper **email confidentiality notice** or **confidential footer** is a simple but important safeguard.

Below, you will find:

- Practical **email disclaimer examples**
- A **privileged and confidential email disclaimer sample**
- Confidential footer language you can copy and customize
- Best practices for drafting an effective email confidentiality notice

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# Why Law Firms Use Email Confidentiality Notices

Cyberattacks and accidental disclosures continue to rise in the legal industry. Law firms are frequent targets because they store privileged communications, financial records, and personal client information.

An **email confidentiality notice** does not replace cybersecurity measures, but it reinforces expectations regarding use, disclosure, and distribution. In the event of misdelivery, it may also help demonstrate reasonable efforts to protect privileged material.

## What Is a Confidential Footer?

A **confidential footer** is a disclaimer placed at the bottom of an email. It informs recipients that the message contains confidential or privileged information and provides instructions if received in error.

Most law firms use a standardized confidential footer that automatically appears on all outgoing communications.

See how TimeSolv helps law firms protect client data beyond the inbox.

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## When to Use a Privileged and Confidential Email Disclaimer

You should include a **privileged and confidential email disclaimer sample** in communications involving:

### Attorney-Client Privileged Information

Legal advice, litigation strategy, or protected communications between attorney and client.

### Client Financial or Personal Information

Social Security numbers, banking details, tax records, medical information, or employment data.

## **Litigation Materials**

Pleadings, discovery documents, settlement communications, expert reports, and internal case analysis.

## **Internal Firm Communications**

Employee data, firm financials, strategic planning, or operational information.

# **Key Elements of an Effective Email Confidentiality Notice**

A strong email confidentiality notice should include:

### **1. Clear Identification of Confidential Content**

State that the email contains confidential and potentially privileged information.

### **2. Intended Recipient Language**

Specify that the message is intended only for the named recipient.

### **3. Instructions for Misdelivery**

Direct unintended recipients to notify the sender and delete the message immediately.

### **4. Prohibition of Unauthorized Use**

State that copying, forwarding, or distributing the content without authorization is prohibited.

## 5. Optional Security Language

Some firms include virus or transmission disclaimers where appropriate.

Keep the language clear and direct. Overly complex legal wording reduces readability and effectiveness.

## Email Disclaimer Examples You Can Use

Below are ready-to-copy **email disclaimer examples** for different scenarios.

### Simple Email Confidentiality Notice Example

“This email and any attachments contain confidential information intended only for the named recipient. If you are not the intended recipient, please notify the sender immediately and delete this message. Unauthorized use, disclosure, or distribution is prohibited.”

### Privileged and Confidential Email Disclaimer Sample

“This email and any attachments may contain privileged and confidential information protected by attorney-client privilege and applicable law. It is intended solely for the use of the individual or entity named above. If you are not the intended recipient, please notify the sender immediately, delete this email, and refrain from copying, forwarding, or disclosing its contents.”

### Professional Confidential Footer Sample

“CONFIDENTIALITY NOTICE: This message and any attachments are confidential and may contain legally privileged information. If you have received this message in error, please notify the sender and delete all copies. Any unauthorized review, use, or distribution is strictly prohibited.”

### Confidential Disclaimer Including Attachments

“This email, including any attachments, contains confidential information intended only for the designated recipient. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or reliance upon the contents is prohibited.”

## **Email Confidentiality Notice with Virus Disclaimer**

“This message may contain confidential and privileged information. If you are not the intended recipient, please notify the sender and delete the message immediately. While reasonable precautions have been taken to ensure security, the sender is not responsible for any loss or damage caused by viruses transmitted by this email.”

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## **Best Practices for Implementing a Confidential Footer**

### **Use Automatic Footers**

Configure your email system to automatically apply a standardized confidential footer to all outgoing messages.

### **Keep Language Clear**

The best email disclaimer examples are concise and easy to understand.

## **Review Periodically**

Update your privileged and confidential email disclaimer sample to reflect changes in regulations or firm policy.

## **Combine With Secure Technology**

An email confidentiality notice supports risk management but does not replace encryption, secure portals, or proper document controls.

## **Go Beyond Email Disclaimers With Secure Legal Technology**

A well-written confidential footer is important, but true protection requires secure systems.

TimeSolv helps law firms protect client information with:

- Secure document storage
- Client portals with controlled access
- Encrypted data handling
- Compliance-ready reporting

Protecting confidential information goes beyond adding an email confidentiality notice. It requires tools that support secure, efficient legal operations.

See how TimeSolv can support secure, efficient legal operations without adding complexity.

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