

Confidentiality Clause Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a confidentiality clause to be included in our upcoming agreement. Given the sensitive nature of the information that will be shared between our parties, it is essential to safeguard our mutual interests.

Proposed Confidentiality Clause:

1. Definition of Confidential Information:

For the purposes of this agreement, "Confidential Information" shall include all information disclosed by one party to the other, in writing or orally, that is marked or identified as confidential at the time of disclosure.

2. Obligations of the Receiving Party:

The receiving party agrees to maintain the confidentiality of the Confidential Information and shall not disclose it to any third party without the prior written consent of the disclosing party.

3. Term:

This Confidentiality Clause shall remain in effect for a period of [insert duration] from the date of disclosure.

Please review this proposal and let me know if you would like to discuss any modifications or additional provisions. I look forward to your response and hope to finalize our agreement soon.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]