

Proposal for Confidentiality Agreement

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to present this proposal for a Confidentiality Agreement between [Your Company Name] and [Recipient's Company]. This agreement aims to protect the confidential information shared during our discussions and potential collaborations.

Scope of Confidentiality

The following information will be considered confidential:

- Business Strategies
- Financial Information
- Trade Secrets

Responsibilities

Both parties agree to:

- Maintain the confidentiality of the disclosed information
- Limit access to the information to authorized individuals only

Duration

This agreement will remain in effect for a period of [Insert Duration], unless terminated by either party in writing.

We believe that this Confidentiality Agreement will be beneficial for both our organizations and foster a climate of trust and collaboration.

Please feel free to reach out to us for any further discussion regarding the terms of this proposal.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]