

Confidentiality Agreement

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are excited about the opportunity to discuss a potential partnership between [Your Company Name] and [Recipient's Company Name]. To ensure that our discussions remain confidential, we would like to propose the following terms of confidentiality:

1. Definition of Confidential Information: For purposes of this agreement, "Confidential Information" shall include all information disclosed by one party to the other in relation to the discussions regarding a partnership.
2. Obligations: Both parties agree to keep all Confidential Information confidential and shall not disclose it to any third parties without prior written consent from the other party.
3. Exclusions: Confidential Information shall not include information that is publicly available or that was known to the receiving party prior to disclosure.
4. Term: This agreement shall remain in effect for a period of [Insert Duration] from the date of this letter.

If you agree to these terms, please sign below and return a copy to us. We are looking forward to our discussions and hope for a mutually beneficial partnership.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]

Agreed and accepted by:

[Recipient's Name]
[Recipient's Company Name]
Date: _____