

Confidentiality Agreement

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves as a confidentiality agreement regarding the sensitive project details related to [Project Name]. Both parties agree to the following terms:

1. **Definition of Confidential Information:** For the purpose of this agreement, "Confidential Information" refers to all non-public information disclosed by [Disclosing Party] to [Receiving Party].
2. **Obligations of Receiving Party:** [Receiving Party] agrees to maintain the confidentiality of the Confidential Information and shall not disclose it to any third parties without the express written consent of [Disclosing Party].
3. **Duration:** The obligations of this agreement will remain in effect for [Duration] from the date of disclosure of the Confidential Information.
4. **Return of Materials:** Upon termination of this agreement or upon written request, [Receiving Party] shall return or destroy all materials containing Confidential Information.

By signing below, both parties acknowledge and agree to the terms outlined in this Confidentiality Agreement.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Date]