

# Confidentiality Agreement Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves to inform you that a confidentiality agreement has been established between [Your Company Name] and [Recipient's Company Name]. The purpose of this agreement is to protect the sensitive and proprietary information that may be exchanged between our organizations.

By signing this agreement, both parties are committing to maintaining the confidentiality of any trade secrets, business plans, client information, and other confidential materials disclosed during the course of our collaboration.

Please feel free to reach out if you have any questions or require further clarification regarding this agreement.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]