

# Non-Disclosure Agreement Reinforcement

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

I am writing to reinforce the terms of our Non-Disclosure Agreement (NDA) dated [insert date of NDA]. As we continue to engage in discussions related to [insert subject matter], it is vital to ensure that all parties are reminded of their obligations regarding confidentiality and the handling of proprietary information.

As stipulated in our NDA, any confidential information shared during our collaboration must remain confidential and should not be disclosed to any third parties without the prior written consent of [Your Company]. This includes but is not limited to [list specific types of information, e.g., financial data, product designs, etc.].

We appreciate your understood cooperation in upholding these terms and recognizing the importance of protecting our mutual interests. Should you have any questions or require further clarification, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]