

Freelance Confidentiality and Non-Disclosure Agreement

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Confidentiality and Non-Disclosure Agreement

Dear [Client's Name],

I am writing to confirm our mutual understanding regarding the confidentiality of the information exchanged between us during the course of our freelance project.

1. Definition of Confidential Information

Confidential Information refers to any data or information that is proprietary to either party and not generally known to the public, including but not limited to business plans, financial information, strategies, and other sensitive materials.

2. Obligations of the Parties

Both parties agree to maintain the confidentiality of the confidential information and shall not disclose it to any third parties without prior written consent. Additionally, the information shall only be used for the purpose of fulfilling the obligations of this agreement.

3. Term

This confidentiality obligation shall remain in effect for a period of [insert time frame] from the date of this agreement.

4. Exclusions

The obligations of confidentiality do not apply to information that is publicly available, already known to the receiving party, or independently developed without the use of the confidential information.

5. Governing Law

This agreement shall be governed by and construed in accordance with the laws of [Your Location].

Thank you for your understanding. If you agree to these terms, please sign and return a copy of this letter.

Sincerely,

[Your Name]

[Your Contact Information]

Acceptance

I, [Client's Name], hereby agree to the terms outlined in this Confidentiality and Non-Disclosure Agreement.

Signature Date