

# Vendor Confidentiality Agreement

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

This Confidentiality Agreement ("Agreement") is entered into as of the date above by and between [Your Company Name] ("Company") and [Vendor Name] ("Vendor").

## 1. Purpose

The purpose of this Agreement is to protect the confidential information disclosed by either party during the course of their business relationship.

## 2. Definition of Confidential Information

"Confidential Information" means any data or information that is proprietary to either party and not generally known to the public.

## 3. Obligations of the Parties

Each party agrees to keep confidential all Confidential Information received from the other party and to use it solely for the purpose of this Agreement.

## 4. Term

This Agreement shall commence on the date written above and shall continue in effect until the Confidential Information is no longer considered confidential.

## 5. Governing Law

This Agreement shall be governed by the laws of the [Your State/Country].

Kindly sign and return a copy of this Agreement to indicate your acceptance of the terms herein.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted:

[Vendor Name]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_