

Confidentiality Terms Agreement

Date: [Insert Date]

To: [Partner's Name]

Company: [Partner's Company]

Address: [Partner's Address]

Dear [Partner's Name],

This letter serves to outline the confidentiality terms related to our collaboration on the digital project titled "[Project Name]." Both parties agree to adhere to the following terms:

- Confidential Information:** Any data, materials, or information exchanged between the parties should be treated as confidential unless agreed otherwise in writing.
- Usage of Information:** Confidential information shall only be used for the purpose of the collaboration on the project and related activities.
- Non-Disclosure:** Neither party shall disclose confidential information to any third party without prior written consent from the disclosing party.
- Duration:** The confidentiality obligations shall remain in effect for a period of [insert duration] from the date of disclosure.
- Return of Materials:** Upon termination of this agreement or completion of the project, both parties agree to return or destroy any confidential materials as requested.

This letter embodies the entire agreement regarding confidentiality between the parties. By signing below, both parties agree to the terms outlined herein.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]

Agreed and Accepted,

[Partner's Name]
[Partner's Position]
[Partner's Company]
[Contact Information]

(Signature) (Date)