

Non-Disclosure Agreement

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Subject: Non-Disclosure Agreement Terms

Dear [Recipient's Name],

This Non-Disclosure Agreement ("Agreement") is entered into as of the date above by and between [Your Company Name] ("Disclosing Party") and [Recipient's Company Name] ("Receiving Party").

1. Definition of Confidential Information

"Confidential Information" refers to any data or information that is proprietary to the Disclosing Party, including but not limited to business strategies, financial data, client lists, and proprietary technology.

2. Obligations of Receiving Party

The Receiving Party agrees to:

- Maintain the confidentiality of the Confidential Information.
- Not disclose any Confidential Information to third parties without prior written consent.
- Use the Confidential Information solely for the purpose of [Insert Purpose].

3. Term

This Agreement shall commence on the date first written above and continue for a period of [Insert Duration].

4. Governing Law

This Agreement shall be governed by the laws of [Insert Jurisdiction].

By signing below, both parties agree to the terms outlined in this Non-Disclosure Agreement.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted and Agreed:

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

Date: _____