

Confidentiality Agreement Revision

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a proposed revision to the Confidentiality Agreement originally signed on [Insert Original Agreement Date] between [Your Company Name] and [Recipient's Company Name].

After reviewing the terms of the existing agreement, we believe that adjustments are necessary to better reflect the current circumstances and ensure mutual protection of sensitive information.

The proposed revisions include:

- [Revision 1 Detail]
- [Revision 2 Detail]
- [Revision 3 Detail]

We appreciate your attention to this matter and request that you review the proposed changes. Please let us know if you have any questions or require further clarification. We hope to finalize the revised agreement by [Insert Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]