

Non-Disclosure Agreement

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Name],

This letter serves as a Non-Disclosure Agreement (NDA) stipulating the terms of confidentiality concerning any proprietary information exchanged between [Your Company Name] and [Supplier Name].

1. Definition of Confidential Information

For the purpose of this agreement, "Confidential Information" refers to any data or information that is proprietary to [Your Company Name] and not generally known to the public, including but not limited to business strategies, financial information, and technical data.

2. Obligations

[Supplier Name] agrees to:

- Maintain the confidentiality of the Confidential Information.
- Not disclose any Confidential Information to third parties without prior written consent from [Your Company Name].
- Use the Confidential Information solely for the purpose of [describe purpose].

3. Exclusions

The obligations of confidentiality shall not apply to information that:

- Is or becomes publicly known through no breach of this Agreement.
- Is received from a third party without breach of any obligation of confidentiality.

4. Term

This agreement shall remain in effect for [insert duration] after the date of disclosure of the Confidential Information.

By signing below, both parties acknowledge their acceptance of the terms and conditions outlined in this Non-Disclosure Agreement.

[Your Name] [Supplier Name]

[Your Title] [Supplier Title]

Date: _____ Date: _____