

Proprietary Information Agreement

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

This Proprietary Information Agreement ("Agreement") is made and entered into by and between [Your Company Name], located at [Your Company Address] ("Disclosing Party") and [Vendor Name] ("Receiving Party").

1. Definition of Proprietary Information

For purposes of this Agreement, "Proprietary Information" shall include all information disclosed by the Disclosing Party to the Receiving Party, whether in written, oral, or other tangible form, that is designated as proprietary or confidential, or that is reasonably understood to be proprietary.

2. Obligations of Receiving Party

The Receiving Party agrees to:

- Hold and maintain the Proprietary Information in strict confidence;
- Not disclose such Proprietary Information to any third parties without the prior written consent of the Disclosing Party;
- Use the Proprietary Information solely for the purpose of [specific purpose related to the agreement].

3. Term

This Agreement shall commence on the date first written above and shall continue for a period of [insert duration], unless terminated earlier by either party upon [insert notice period].

4. Return of Materials

Upon termination of this Agreement, the Receiving Party shall return or destroy all materials containing Proprietary Information.

If you agree to the terms outlined in this Agreement, please sign and return a copy of this letter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted by:

[Vendor Name]

Signature

Date