

Vendor Non-Disclosure Agreement

Date: [Insert Date]

From: [Vendor Name]

To: [Recipient Name]

Subject: Non-Disclosure Agreement

Dear [Recipient Name],

This letter serves as a formal agreement regarding the non-disclosure of confidential information exchanged between [Vendor Name] and [Recipient Name]. The purpose of this agreement is to protect sensitive information disclosed during our business relationship.

1. Definition of Confidential Information

Confidential Information refers to any data or information that is proprietary to either party and not generally known to the public, including but not limited to, business plans, technical data, trade secrets, and financial information.

2. Obligations

Both parties agree to:

- Maintain the confidentiality of the disclosed information.
- Restrict access to the information to authorized personnel only.
- Use the confidential information solely for the purpose of [specific purpose].

3. Duration

This agreement shall commence on the date first mentioned above and shall continue for a period of [number of years] years unless terminated by either party with written notice.

4. Governing Law

This agreement shall be governed by the laws of [State/Country].

Kindly sign below to indicate your acceptance of the terms outlined in this agreement.

Sincerely,

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]

Date: _____