

Vendor Secrecy Obligations and Requirements

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

Dear [Vendor's Name],

We are writing to outline the secrecy obligations and requirements that are essential to our continued partnership. As a vendor providing services to [Your Company Name], it is imperative that you adhere to the following confidentiality guidelines:

Confidential Information

Any information shared between [Your Company Name] and [Vendor's Name] that is not publicly available is considered confidential. This includes, but is not limited to:

- Business strategies and plans
- Financial information
- Product designs and specifications
- Customer data
- Anything else specifically marked as confidential

Obligations

[Vendor's Name] agrees to:

1. Maintain the confidentiality of all confidential information.
2. Use the confidential information solely for the purpose of providing services to [Your Company Name].
3. Implement reasonable safeguards to protect the confidential information from unauthorized access or disclosure.
4. Notify [Your Company Name] immediately upon discovering any unauthorized use or disclosure of confidential information.
5. Return or destroy any confidential information upon termination of this agreement.

Compliance

Please acknowledge your understanding and acceptance of these obligations by signing and returning this letter by [Insert Response Date].

Thank you for your attention to this matter. We look forward to your continued cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Agreed and accepted by:

[Vendor's Name] _____

Date: _____