

Confidentiality Agreement

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

This letter serves as a formal confidentiality agreement between [Your Company Name] ("Disclosing Party") and [Client's Name] ("Receiving Party").

In the course of our interactions and discussions, it may be necessary for [Your Company Name] to disclose certain confidential information to [Client's Name]. This information may include, but is not limited to, business strategies, financial details, client lists, and proprietary data.

The Receiving Party agrees to:

- Keep all disclosed information confidential and not share it with any third parties without prior written consent from the Disclosing Party.
- Use the confidential information solely for the purpose of [specific purpose].
- Take all reasonable measures to protect the confidentiality of the disclosed information.

This agreement will remain in effect for [duration] from the date of disclosure.

By signing below, both parties acknowledge their agreement to the terms of this confidentiality agreement.

Signed,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Client's Name]

[Client's Title]

[Client's Company Name]

Date: _____