

Confidentiality Agreement

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Confidentiality Agreement for Project Collaboration

Dear [Recipient's Name],

This Confidentiality Agreement ("Agreement") is entered into between [Your Company/Name] and [Recipient's Company/Name] for the purpose of protecting sensitive information exchanged during our collaboration on the [Project Name].

1. Definition of Confidential Information

For the purposes of this Agreement, "Confidential Information" shall include all information disclosed by either party, whether in written, oral, or electronic form, that is marked or identified as confidential, or that a reasonable person would understand to be confidential given the nature of the information.

2. Obligations of the Receiving Party

The receiving party agrees to:

- Maintain the confidentiality of the Confidential Information.
- Not disclose the Confidential Information to any third party without prior written consent from the disclosing party.
- Use the Confidential Information solely for the purpose of collaborating on [Project Name].

3. Term

This Agreement shall commence on the date first written above and shall continue until [insert duration or termination conditions].

4. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of [Insert Jurisdiction].

By signing below, both parties agree to the terms and conditions set forth in this Confidentiality Agreement.

[Your Name]
[Your Title]
[Your Company]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]

Thank you for your cooperation.

Sincerely,

[Your Name]