

# Vendor Agreement Clarification for Confidentiality Provisions

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Subject: Clarification of Confidentiality Provisions in Vendor Agreement

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to clarify certain provisions related to confidentiality in our Vendor Agreement dated [Insert Agreement Date].

As stated in Section [Insert Section Number] of the agreement, both parties are obliged to maintain the confidentiality of proprietary information shared during the course of our collaboration. To ensure mutual understanding, we would like to highlight the following points:

- **Definition of Confidential Information:** Confidential information includes all non-public information disclosed by either party.
- **Permitted Disclosures:** Confidential information may only be disclosed to employees, agents, or contractors on a need-to-know basis.
- **Duration of Confidentiality Obligations:** Obligations to protect confidential information shall continue for a period of [Insert Duration] after the termination of this agreement.

Please confirm your understanding of these provisions and do not hesitate to reach out if you have any further questions or require additional clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]