

Vendor Confidentiality Agreement

Date: [Insert Date]

From: [Your Company Name]

To: [Vendor/Manufacturing Partner Name]

Subject: Vendor Confidentiality Agreement

Dear [Vendor/Manufacturing Partner Name],

This letter serves as a formal Vendor Confidentiality Agreement ("Agreement") between [Your Company Name], located at [Your Company Address], and [Vendor/Manufacturing Partner Name], located at [Vendor/Manufacturing Partner Address].

1. Definition of Confidential Information

Confidential Information shall include, but is not limited to, all written, electronic, or oral information disclosed by [Your Company Name] to [Vendor/Manufacturing Partner Name] that is identified as confidential.

2. Obligations

[Vendor/Manufacturing Partner Name] agrees to:

- Maintain the confidentiality of the Confidential Information.
- Not disclose the Confidential Information to any third party without prior written consent from [Your Company Name].
- Use the Confidential Information solely for the purpose of [specific purpose, e.g., fulfilling manufacturing orders].

3. Term

This Agreement shall commence on the date hereof and shall continue for a period of [Specify Duration] unless terminated by either party with [Specify Notice Period] written notice.

4. Governing Law

This Agreement shall be governed by the laws of the State of [Specify State].

5. Acceptance

If you agree to the terms of this Agreement, please sign below.

[Your Name]
[Your Position]
[Your Company Name]

[Vendor/Manufacturing Partner Name]
[Vendor Representative Name]
[Position]

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]