

Vendor Confidentiality Agreement

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

This letter serves as a formal agreement regarding the confidentiality of information exchanged between [Your Organization Name] and [Vendor Name] in connection with the research collaboration titled "[Project Name]."

1. Definition of Confidential Information

For the purposes of this agreement, "Confidential Information" shall include all written, electronic, or verbal information that is disclosed during the course of our collaboration.

2. Obligations of the Vendor

The Vendor agrees to:

- Maintain the confidentiality of all Confidential Information.
- Use the Confidential Information solely for the purpose of the collaboration.
- Restrict access to the Confidential Information to employees who need to know.

3. Term

This agreement shall commence on the date of signing and shall continue for [Insert Duration] unless terminated by either party with written notice.

4. Governing Law

This agreement shall be governed by the laws of [Applicable Jurisdiction].

By signing below, both parties agree to the terms outlined in this Vendor Confidentiality Agreement.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]
[Your Contact Information]

Agreed and Accepted:
[Vendor Name]
[Vendor Contact Name]
[Vendor Title]
[Date]