

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

This letter serves as a confidentiality notice regarding the information exchanged between [Your Company Name] and [Recipient's Company Name]. We recognize the sensitivity of the data shared and commit to maintaining its confidentiality.

We request that all proprietary information, trade secrets, and any other confidential material provided during our business relationship be treated as strictly confidential. This includes, but is not limited to, financial data, marketing strategies, and any technical information.

By signing below, both parties agree to uphold this confidentiality notice and act in accordance with the agreed terms.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]

Agreed and Accepted by:

[Partner's Name]
[Partner's Position]
[Partner's Company Name]