

Vendor Confidentiality Agreement

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

This letter serves as a Confidentiality Agreement (the "Agreement") between [Your Company Name] ("Disclosing Party") and [Vendor's Name] ("Receiving Party"). This Agreement governs the handling of confidential information shared during our business relationship.

1. Definition of Confidential Information

For purposes of this Agreement, "Confidential Information" means any data or information that is proprietary to the Disclosing Party and not generally known to the public, including but not limited to business plans, customer lists, or financial information.

2. Obligations of Receiving Party

The Receiving Party agrees to:

- Keep the Confidential Information confidential and not disclose it to any third party.
- Use the Confidential Information solely for the purpose of [insert purpose].
- Implement reasonable safeguards to protect the Confidential Information.

3. Term

This Agreement shall commence on the date first above written and shall continue in effect until the Confidential Information no longer qualifies as confidential.

4. Miscellaneous

This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and supersedes all prior proposals, negotiations, and agreements.

Please indicate your agreement to the terms of this Confidentiality Agreement by signing below.

[Your Name]

[Your Title]

[Your Company Name]

[Vendor's Name]

[Vendor's Title]

[Vendor's Company Name]

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]