

Non-Disclosure Agreement (NDA)

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

From: [Your Company Name]

Address: [Your Company Address]

Subject: Non-Disclosure Agreement

Dear [Vendor Name],

This Non-Disclosure Agreement ("Agreement") is entered into as of the date above by and between [Your Company Name] ("Disclosing Party") and [Vendor Name] ("Receiving Party").

The Disclosing Party intends to disclose certain confidential and proprietary information ("Confidential Information") for the purpose of [Specify Purpose of Disclosure].

Both parties agree to the following terms:

1. The Receiving Party agrees to maintain the confidentiality of the Confidential Information.
2. Confidential Information shall not be disclosed to any third party without prior written consent from the Disclosing Party.
3. This Agreement shall remain in effect for [Insert Duration of Agreement].
4. Upon termination of this Agreement, the Receiving Party shall return or destroy all Confidential Information.

This Agreement is governed by the laws of [Insert Governing Law State/Country].

Please indicate your acceptance of this Agreement by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Accepted by:

[Vendor Name]

Date: _____