

Vendor Sensitive Information Agreement

Date: _____

To:

[Vendor Name]

[Vendor Address]

[City, State, Zip]

Dear [Vendor Name],

This letter serves as a formal agreement regarding the handling of sensitive information that may be shared between [Your Company Name] and [Vendor Name] during the course of our business relationship.

1. Definition of Sensitive Information

For the purposes of this agreement, "Sensitive Information" includes any confidential or proprietary information disclosed by either party, including but not limited to trade secrets, customer information, financial data, and technical specifications.

2. Obligations of the Parties

Both parties agree to:

- Use Sensitive Information solely for the purposes of fulfilling their obligations under this agreement.
- Limit access to Sensitive Information to authorized personnel only.
- Implement reasonable security measures to protect Sensitive Information.

3. Term

This agreement shall commence on the date signed below and shall continue for a period of [specify duration], unless terminated by either party with written notice.

4. Governing Law

This agreement shall be governed by the laws of [State/Country].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Signature of Vendor: _____

Date: _____