

Vendor Confidentiality Agreement

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

This letter serves as a Confidentiality Agreement between [Your Company Name], located at [Your Company Address], and [Vendor Name]. This agreement outlines the obligations regarding the confidential information shared between both parties.

1. Definition of Confidential Information

For the purpose of this agreement, "Confidential Information" refers to any data or information that is proprietary to [Your Company Name] and not generally known to the public.

2. Obligations

The Vendor agrees to:

- Maintain the confidentiality of the Confidential Information.
- Not disclose the Confidential Information to any third parties without prior written consent.
- Use the Confidential Information solely for the purpose of [specify purpose].

3. Duration

This agreement shall remain in effect for a period of [insert duration] from the date of disclosure.

Please confirm your acceptance of this agreement by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Acceptance

By signing below, [Vendor Name] agrees to the terms outlined in this Confidentiality Agreement.

Signature: _____

Name: [Vendor Authorized Signatory]

Date: _____