

Confidentiality Agreement

Date: [Insert Date]

Parties:

[Your Name/Company Name]

[Other Party's Name/Company Name]

Dear [Other Party's Name],

This letter serves as an agreement between [Your Name/Company Name] and [Other Party's Name/Company Name] regarding the confidentiality terms associated with our discussions and any shared information.

Confidential Information

For the purposes of this agreement, "Confidential Information" shall include all written, electronic, or oral information disclosed by either party that is marked or stated to be confidential.

Obligations

Both parties agree to:

- Keep all Confidential Information confidential.
- Not disclose any Confidential Information to any third party without prior written consent.
- Use the Confidential Information solely for the purpose of [specific purpose].

Duration

This agreement will remain in effect for [number of years] years from the date of disclosure of Confidential Information.

Governing Law

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

If you agree to the terms of this confidentiality agreement, please sign below.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Agreed and accepted by:

[Other Party's Name]

[Other Party's Position]

[Other Party's Company]

Signature: _____ Date: _____