

# Confidentiality Terms Confirmation

Dear [Recipient's Name],

We are writing to confirm the terms of confidentiality as discussed during our recent conversation on [Date]. The parties involved, [Your Company Name] and [Recipient's Company Name], agree to adhere to the following confidentiality terms:

- All proprietary information shared shall be treated as confidential.
- Confidential information will not be disclosed to any third party without prior written consent.
- Both parties will implement reasonable measures to protect the confidentiality of the information exchanged.
- This agreement will remain in effect for [duration] from the date of this letter.

By signing below, you acknowledge your agreement to these terms:

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[Recipient's Name]

[Date]

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]