

M&A Confidentiality Agreement

Date: [Insert Date]

From: [Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal agreement regarding the confidentiality obligations relating to the discussions and negotiations concerning a potential merger and acquisition (M&A) between [Your Company Name] and [Recipient Company Name].

- 1. Confidential Information:** For the purpose of this agreement, "Confidential Information" shall include all written, electronic, or oral information disclosed by either party to the other regarding business operations, strategies, financial information, and other proprietary information.
- 2. Obligation of Confidentiality:** Both parties agree to maintain the confidentiality of the Confidential Information and shall not disclose it to any third party without prior written consent from the disclosing party.
- 3. Duration:** This confidentiality obligation shall remain in effect for a period of [insert number] years from the date of this agreement.

If you agree to the terms outlined in this letter, please sign below and return a copy to us.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]

Agreed and Accepted:

[Recipient's Name]

[Recipient's Job Title]
[Recipient Company Name]

Date: _____