

# Media IP Non-Disclosure Agreement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

From: [Your Name]

[Your Company Name]

[Your Address]

Dear [Recipient Name],

This Non-Disclosure Agreement (hereinafter referred to as "Agreement") is entered into between [Your Company Name], located at [Your Address] (the "Disclosing Party") and [Recipient Name], located at [Recipient Address] (the "Receiving Party").

## 1. Definition of Confidential Information

For the purpose of this Agreement, "Confidential Information" includes any data or information that is proprietary to the Disclosing Party, such as, but not limited to, trade secrets, technical information, business plans, and any other information disclosed in writing or verbally.

## 2. Obligations of Receiving Party

The Receiving Party agrees to:

- Maintain the confidentiality of the Confidential Information;
- Not disclose the Confidential Information to any third parties without prior written consent from the Disclosing Party;
- Use the Confidential Information solely for the purpose of [specific purpose of disclosure];

## 3. Term

This Agreement shall commence on the date first written above and shall continue for a period of [insert duration] unless terminated by either party with [insert notice period] written notice.

## 4. Miscellaneous

This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and supersedes all prior discussions and agreements.

We appreciate your understanding and cooperation in adhering to these terms.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]