

Confidentiality Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a confidentiality agreement ("Agreement") regarding the information exchanged between [Your Company Name] and [Recipient's Company Name] in connection with discussions pertaining to a potential merger and acquisition ("Transaction").

1. Confidential Information

For purposes of this Agreement, "Confidential Information" shall include all information disclosed by either party to the other, whether in written, oral, or electronic form, pertaining to the Transaction.

2. Obligations of the Receiving Party

The receiving party agrees to:

- Keep the Confidential Information in strict confidence;
- Not disclose the Confidential Information to any third parties without prior written consent;
- Use the Confidential Information only for the purpose of evaluating the Transaction.

3. Exclusions

Confidential Information does not include information that:

- Is or becomes publicly known through no breach of this Agreement;
- Is received from a third party without breach of any obligation of confidentiality;
- Is independently developed by the receiving party.

4. Term

This Agreement shall remain in effect for [Insert Duration] from the date of execution.

If you agree to the terms outlined above, please sign below.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

Agreed and Accepted:

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]