

Trade Secret Protection Request

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]

[Contractor's Name]
[Contractor's Title]
[Contractor's Company Name]
[Contractor's Company Address]
[City, State, ZIP Code]

Dear [Contractor's Name],

We value the partnership between our companies and appreciate the ongoing work. In order to protect our proprietary information and trade secrets, we are requesting your cooperation in maintaining confidentiality regarding certain sensitive information that may be disclosed during the course of our collaboration.

As per our agreement, we ask that you take necessary precautions to safeguard our trade secrets, which include but are not limited to [describe the specific trade secrets or categories of information].

Please confirm your understanding and acceptance of this request by signing below and returning a copy to us by [insert deadline].

Thank you for your attention to this important matter. We look forward to your continued cooperation.

Sincerely,

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

[Contractor's Name] - Signature
[Date]