

# Confidentiality Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Client's Name]

[Client's Address]

[City, State, ZIP Code]

## Subject: Confidentiality Terms for Legal Consultations

Dear [Client's Name],

Thank you for choosing [Your Firm/Your Name] for your legal consultation needs. This letter outlines the confidentiality terms related to our discussions and any information shared during our meetings.

### 1. Confidential Information

All information disclosed during our consultation, including but not limited to legal advice, strategies, and personal information, shall be considered confidential.

### 2. Obligation of Confidentiality

Both parties agree to maintain the confidentiality of the information and not disclose it to any third parties without prior consent from the other party, unless required by law.

### 3. Exceptions

The obligation of confidentiality does not apply to information that is publicly available, already known to the receiving party, or disclosed by a third party without breach of an obligation of confidentiality.

### 4. Duration

This confidentiality obligation will remain in effect indefinitely, even after the termination of our legal relationship.

If you agree to these terms, please sign and return a copy of this letter. Your cooperation in maintaining confidentiality is greatly appreciated.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Contact Information]

### **Agreement**

By signing below, you agree to the confidentiality terms outlined above.

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[Client's Name]

Date: \_\_\_\_\_