

Confidentiality Agreement

Date: [Insert Date]

From: [Party A Name]
Address: [Party A Address]
Email: [Party A Email]
Phone: [Party A Phone]

To: [Party B Name]
Address: [Party B Address]
Email: [Party B Email]
Phone: [Party B Phone]

Subject: Confidentiality Agreement Regarding Settlement

Dear [Party B Name],

This Confidentiality Agreement ("Agreement") is made effective as of [insert effective date] by and between [Party A Name] and [Party B Name].

- 1. Confidential Information:** For the purpose of this Agreement, "Confidential Information" shall include all information disclosed by either party in relation to the settlement of the matter between the parties.
- 2. Obligation of Confidentiality:** Each party agrees to maintain the confidentiality of the Confidential Information and shall not disclose it to any third party without the prior written consent of the disclosing party.
- 3. Term:** This Agreement shall remain in effect for a period of [insert duration] following the execution of this Agreement.
- 4. Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of [insert state].

By signing below, the parties agree to the terms of this Confidentiality Agreement.

[Party A Name]
[Title/Position]
Date: _____

[Party B Name]

[Title/Position]

Date: _____

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]