

Confidentiality Agreement Revision

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the confidentiality agreement originally signed on [Original Agreement Date]. After reviewing the terms, we believe some revisions are necessary to better reflect our current needs and obligations.

We propose the following changes:

- [Revised Point 1]
- [Revised Point 2]
- [Revised Point 3]

Please review the proposed changes at your earliest convenience. We are open to discussing these revisions to ensure mutual agreement.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]