

Non-Disclosure Agreement

Date: [Insert Date]

From: [Your Name/Company]

To: [Recipient Name/Company]

Subject: Non-Disclosure Agreement Requirements and Obligations

Dear [Recipient Name],

This Non-Disclosure Agreement (NDA) outlines the requirements and obligations pertaining to the confidential information shared between [Your Company] and [Recipient Company] as follows:

1. Definition of Confidential Information

Confidential Information shall include all written, electronic, or oral information disclosed by either party, including but not limited to business plans, financial records, and trade secrets.

2. Obligations of the Receiving Party

- The Receiving Party agrees to keep the Confidential Information confidential and not disclose it to any third parties without prior written consent.
- Use the Confidential Information solely for the purpose of [Insert Purpose].
- Take all reasonable steps to protect the confidentiality of the Confidential Information.

3. Exceptions

The obligations above do not apply to information that:

- Is or becomes publicly available through no fault of the Receiving Party.
- Was already in the Receiving Party's possession before disclosure.
- Is disclosed to the Receiving Party by a third party without breach of any obligation.

4. Duration

This agreement shall remain in effect for a period of [Insert Duration] from the date of disclosure.

5. Governing Law

This Agreement shall be governed by the laws of [Insert Jurisdiction].

We appreciate your cooperation and look forward to working together. Please sign and return this document to indicate your acceptance of these terms.

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]

Acceptance

Accepted by: _____

Date: _____