

Confidentiality Agreement

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal agreement regarding the proprietary information and confidentiality terms between [Your Company/Name] and [Recipient's Company/Name]. The purpose of this agreement is to protect sensitive information shared between the parties.

1. Definition of Confidential Information

For purposes of this agreement, "Confidential Information" shall include, but is not limited to, all information, whether written, oral, or electronic, that is disclosed by [Your Company/Name] to [Recipient's Company/Name] and is designated as confidential.

2. Obligations of the Receiving Party

The receiving party agrees to:

- Keep the Confidential Information confidential and not disclose it to any third party without prior written consent.
- Use the Confidential Information solely for the purpose of [specify purpose].
- Take all reasonable steps to protect the confidentiality of the information.

3. Exclusions

The following information shall not be considered Confidential Information:

- Information that is or becomes publicly known without breach of this agreement.
- Information received from a third party without any obligation of confidentiality.
- Independent development of information by the receiving party.

4. Duration

This agreement shall commence on the date above and shall continue in effect for [insert time period].

5. Governing Law

This agreement shall be governed by and construed in accordance with the laws of [insert governing law].

Please indicate your acceptance of these terms by signing below.

Best regards,

[Your Name]

[Your Position]

[Your Company]

Accepted and agreed by:

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]