

Confirmation of NDA Terms and Responsibilities

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the terms and responsibilities outlined in the Non-Disclosure Agreement (NDA) that both parties have mutually agreed upon. This letter serves as a summary of the key points discussed and agreed to regarding the confidential information shared.

Terms of the NDA

- **Confidential Information:** Specific details that are considered confidential.
- **Duration:** The NDA will remain in effect for [Insert Duration].
- **Responsibilities:** Both parties agree to safeguard each other's confidential information and not disclose it to any unauthorized third parties.

Responsibilities

Both parties hereby acknowledge the following responsibilities:

- Use the confidential information only for the purpose of [Insert Purpose].
- Implement appropriate measures to protect the confidential information from unauthorized access.
- Notify the other party promptly in the event of any breach of confidentiality.

If you agree with the above terms and responsibilities, please sign and return a copy of this letter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Agreed and Accepted by:

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

Signature: _____ Date: _____