

Follow-Up on Confidentiality Agreement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the confidentiality agreement we discussed on [insert date of discussion]. As we proceed with our collaboration, it is essential to have this agreement finalized to ensure the protection of both parties' confidential information.

Please let me know if you require any further information or if there are any updates regarding the agreement's status. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]