

# Confidentiality Agreement Status Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Confidentiality Agreement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update regarding the status of the confidentiality agreement we discussed on [Insert Date of Discussion].

As of today, the following points have been addressed:

- Review of the initial draft has been completed.
- Feedback has been incorporated regarding the terms of confidentiality.
- Final revisions are underway and expected to be completed by [Insert Deadline].

Please let me know if there are any additional points you'd like to discuss or if you have any other questions. I appreciate your cooperation and look forward to finalizing this agreement soon.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]