

Confidentiality Agreement Terms Reminder

Dear [Recipient's Name],

We hope this message finds you well. We would like to take a moment to remind you of the terms outlined in our Confidentiality Agreement dated [Date of Agreement].

Key Terms:

- **Confidential Information:** Any non-public information disclosed during the course of our relationship.
- **Obligation of Confidentiality:** You agree to keep all Confidential Information secure and not disclose it to any third party without prior written consent.
- **Duration:** The obligations of confidentiality shall remain in effect for [specify duration, e.g. 'two years'] from the date of disclosure.

Please let us know if you have any questions regarding these terms. We appreciate your cooperation in maintaining the confidentiality of our information.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]