

Supplier Proprietary Information Contract

Date: [Insert Date]

[Supplier Name]
[Supplier Address]
[City, State, Zip Code]

Dear [Supplier Contact Name],

This letter serves as a contract regarding the handling of proprietary information shared between [Your Company Name] and [Supplier Name].

1. Definition of Proprietary Information

For the purposes of this agreement, "Proprietary Information" includes all written, electronic, or oral information disclosed by [Your Company Name] to [Supplier Name], which is marked as confidential or that should be understood as confidential given the nature of the information and the circumstances of disclosure.

2. Obligations of the Supplier

[Supplier Name] agrees to:

- Keep all proprietary information confidential.
- Use proprietary information solely for the purpose of [insert purpose].
- Limit access to proprietary information to only those employees who require it for the stated purpose.

3. Duration of the Agreement

This agreement shall remain in effect for a period of [insert number] years from the date of disclosure of the proprietary information.

4. Governing Law

This contract shall be governed by the laws of [Insert State/Country].

Please sign and return a copy of this letter to indicate your acceptance of the terms outlined above.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]

Accepted and Agreed:

[Supplier Name] _____
[Authorized Signatory] _____
[Title] _____
[Date] _____