

Confidentiality Agreement Reminder

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

This letter serves as a reminder regarding the confidentiality agreement executed on [Insert Date of Agreement] between [Your Company/Name] and [Recipient Company/Name]. As per the terms of the agreement, both parties are obligated to maintain the confidentiality of the proprietary information and trade secrets exchanged during the course of our collaboration.

We appreciate your continued adherence to the terms of this agreement. Please ensure that all sensitive information remains confidential and is not disclosed to any unauthorized parties.

If you have any questions or require further clarification regarding the agreement, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]