

Non-Disclosure Terms Recap

Date: [Insert Date]

From: [Your Name]

To: [Recipient's Name]

Subject: Non-Disclosure Agreement Summary

Dear [Recipient's Name],

We appreciate your collaboration and are committed to protecting the confidential information shared between our parties. Below is a summary of the non-disclosure terms we agreed upon:

- **Definition of Confidential Information:** All information disclosed that is marked confidential or is implied to be confidential.
- **Obligations:** Both parties agree to keep the information confidential and to not disclose it to third parties without prior consent.
- **Duration:** The confidentiality obligations will remain in effect for [Insert Duration] from the date of disclosure.
- **Exclusions:** Information that is publicly known, independently developed, or lawfully received from a third party is excluded from this agreement.
- **Governing Law:** This agreement will be governed by the laws of [Insert Jurisdiction].

Please let me know if you have any questions or if there are any modifications you would like to discuss. Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]