

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of the termination of the confidentiality agreement dated [insert date], between [Your Company/Your Name] and [Recipient's Company/Recipient's Name].

In accordance with the terms outlined in the agreement, I believe it is appropriate to conclude our confidentiality obligations, effective [insert termination date]. Please confirm in writing that all confidential information shared under this agreement has been duly returned or destroyed, as applicable.

Thank you for your attention to this matter. I appreciate our collaboration and the trust established during this period.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]