

Notification of Termination of Confidentiality Agreement

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you that the confidentiality arrangement between [Your Company/Organization Name] and [Recipient's Company/Organization Name] dated [Date of Original Agreement] will be terminated as of [Termination Date].

As per the terms outlined in the agreement, please ensure that all confidential information shared between our parties is returned or destroyed as appropriate by the termination date.

We appreciate the cooperation and professionalism shown during the duration of our engagement and wish you the best in your future endeavors.

Should you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]