

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the confidentiality agreement we discussed on [date of initial discussion]. As we move forward with our collaboration, it is essential to ensure that all confidential information is adequately protected.

If you have any updates on the agreement or require further discussion, please feel free to reach out. I am keen to finalize this matter at your earliest convenience.

Thank you for your attention to this important aspect of our partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]