

Confidential Material Sharing Agreement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Company/Organization Name]

Subject: Sharing of Confidential Material

Dear [Recipient's Name],

I hope this message finds you well. This letter serves to formally outline the terms under which we will be sharing confidential material as part of our ongoing collaboration.

1. Description of Confidential Material:

[Briefly describe the confidential material being shared]

2. Purpose of Sharing:

[Explain the purpose for sharing the confidential material]

3. Confidentiality Obligations:

Both parties agree to maintain the confidentiality of the material shared and to not disclose it to any third party without prior written consent.

4. Duration of Confidentiality:

The confidentiality obligations shall remain in effect for [insert number of years] from the date of this letter.

If you agree to the terms outlined above, please sign and return a copy of this letter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization Name]