

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Non-Disclosure Agreement Confirmation

Dear [Recipient Name],

I am writing to confirm our agreement regarding the Non-Disclosure Agreement (NDA) signed on [insert date]. This NDA outlines the confidential information that will be shared between [Your Company/Your Name] and [Recipient Company/Recipient Name].

As per the terms of the NDA, both parties agree to ensure the confidentiality of the information exchanged and to limit disclosure to authorized personnel only. We appreciate your commitment to maintaining the integrity of our mutual information.

Please feel free to reach out if you have any questions or require further clarification regarding the terms of the agreement.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]