

Confidentiality Agreement

Date: [Insert Date]

To: [Stakeholder Name]

[Stakeholder Address]

Dear [Stakeholder Name],

This letter serves as a Confidentiality Agreement (the "Agreement") between [Your Company Name] ("Disclosing Party") and [Stakeholder Name] ("Receiving Party") in regard to the construction project titled "[Project Name]" (the "Project").

- 1. Definition of Confidential Information:** For the purposes of this Agreement, "Confidential Information" shall include all proprietary information related to the Project that is disclosed by the Disclosing Party to the Receiving Party, whether orally or in writing.
- 2. Obligations of the Receiving Party:** The Receiving Party agrees to keep the Confidential Information strictly confidential and shall not disclose it to any third party without the prior written consent of the Disclosing Party.
- 3. Duration of Confidentiality:** The obligations of confidentiality shall remain in effect for a period of [insert duration] years from the date of disclosure of the Confidential Information.
- 4. Return of Materials:** Upon termination of this Agreement or upon written request from the Disclosing Party, the Receiving Party shall return or destroy all materials containing Confidential Information.

Please indicate your acceptance of the terms of this confidentiality agreement by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted by:

[Stakeholder Name]

Date: _____