

Business Partner Confidentiality Agreement Overview

Date: [Insert Date]

To: [Partner's Name]

From: [Your Company Name]

Subject: Confidentiality Agreement Overview

Dear [Partner's Name],

We are pleased to present you with this Business Partner Confidentiality Agreement, which is designed to ensure the protection of proprietary and confidential information exchanged between our companies during the duration of our partnership.

Key Highlights of the Agreement:

- **Definition of Confidential Information:** All non-public information disclosed by either party.
- **Obligations of Confidentiality:** Both parties agree to maintain the confidentiality of the information received.
- **Duration:** The confidentiality obligations shall remain in effect for [number] years after the termination of the partnership.
- **Permitted Disclosure:** Disclosure is permitted only to employees and agents who require access for the partnership's purpose.
- **Return of Materials:** Upon termination, all confidential materials must be returned or destroyed.

We trust that this agreement will provide a mutual understanding and foster a trusting relationship between our companies.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]