

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the confidentiality obligations outlined in our existing agreement dated [date of agreement]. As we continue to collaborate, I want to ensure that both parties fully understand their responsibilities regarding the handling of confidential information.

Could you please provide clarification on the following points:

- The specific definitions of "confidential information" as stated in the agreement.
- The duration of the confidentiality obligations post-termination of the agreement.
- The procedures for handling potential breaches of confidentiality.

Your assistance in addressing these questions will be greatly appreciated. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]