

Information Protection Agreement

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This Information Protection Agreement ("Agreement") is made and entered into by and between [Your Company Name], located at [Your Company Address] ("Disclosing Party") and [Recipient's Company Name], located at [Recipient's Company Address] ("Receiving Party"), collectively referred to as the "Parties."

1. Definition of Confidential Information

For purposes of this Agreement, "Confidential Information" shall include all written, electronic, or oral information disclosed by the Disclosing Party to the Receiving Party, including but not limited to business plans, financial information, customer data, and proprietary technology.

2. Obligations of the Receiving Party

The Receiving Party agrees to:

- a) Maintain the confidentiality of the Confidential Information.
- b) Not disclose the Confidential Information to any third parties without prior written consent from the Disclosing Party.
- c) Use the Confidential Information solely for the purpose of [specific purpose].

3. Term

This Agreement shall commence on the date first written above and shall continue in effect until terminated by either party with [number] days written notice.

4. Miscellaneous

This Agreement constitutes the entire agreement between the Parties regarding the subject matter hereof and supersedes all prior agreements and understandings. This Agreement shall be governed by the laws of [State/Country].

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
Date: _____