

Terms of Confidentiality Declaration

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal declaration of confidentiality regarding the information discussed and exchanged between [Your Company/Your Name] and [Recipient's Company/Recipient's Name] as of [Insert Effective Date].

We acknowledge that all information, whether verbal or written, exchanged during our engagements is to be treated as confidential and proprietary. This includes, but is not limited to, business plans, financial data, and any other sensitive materials.

The following terms are agreed upon:

1. Confidential Information: All information designated as confidential during our discussions.
2. Non-Disclosure: The receiver agrees not to disclose any confidential information to any third party without prior written consent.
3. Duration of Confidentiality: This confidentiality obligation shall remain in effect for [Insert Duration] after the termination of our discussions.

If you agree with the terms stated above, please sign and return a copy of this letter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Agreed and Accepted by:

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]