

# Confidential Contract Information Exchange

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm our mutual agreement regarding the exchange of confidential contract information as discussed in our previous communications.

The information being exchanged pertains to [briefly describe the nature of the information]. Both parties acknowledge that this information is proprietary and confidential, and will not be disclosed to any unauthorized third parties.

To ensure the protection of this information, we agree to the following terms:

- All exchanged information will be marked as confidential.
- Each party will limit access to the information to individuals who have a legitimate need to know.
- Both parties will take reasonable measures to protect the confidentiality of the information.

If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]