

Contract Information Disclosure Agreement

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Insert Recipient Name],

This letter serves as a formal agreement regarding the disclosure of confidential contract information between [Insert Your Company Name] and [Insert Recipient Company Name].

Terms of Disclosure

- The information disclosed shall be confidential and shall not be shared with any third parties without prior written consent.
- Eligible parties to receive the disclosed information include only authorized personnel within both organizations.
- All disclosed information must be used solely for the purpose of [Insert Purpose].

Duration of Agreement

This agreement shall commence on [Insert Effective Date] and shall continue until [Insert End Date] or until terminated by either party with a [Insert Number of Days] day written notice.

Governing Law

This agreement shall be governed by the laws of [Insert Governing State/Country].

By signing below, both parties acknowledge and agree to the terms outlined in this Contract Information Disclosure Agreement.

[Insert Your Name]
[Insert Your Position]
[Insert Your Company Name]

[Insert Recipient Name]
[Insert Recipient Position]
[Insert Recipient Company Name]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]