

Confidentiality Agreement

Date: [Insert Date]

Parties:

[Your Company Name]

[Recipient Name]

This Confidentiality Agreement ("Agreement") is made between [Your Company Name], located at [Your Address], and [Recipient Name], located at [Recipient Address].

1. Purpose

The purpose of this Agreement is to protect the confidentiality of all secure documents and information shared between the parties.

2. Definition of Confidential Information

"Confidential Information" shall include all written, electronic, or oral information disclosed by either party that is identified as confidential.

3. Obligations

The Receiving Party agrees to:

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

4. Term

This Agreement shall commence on the Effective Date and continue for a period of [insert duration], unless terminated by either party with a written notice of [insert notice period].

5. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of [insert jurisdiction].

IN WITNESS WHEREOF, the parties have executed this Confidentiality Agreement as of the date first above written.

[Your Company Name]

[Recipient Name]