

Confidentiality Agreement

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

This Confidentiality Agreement (the "Agreement") is entered into as of the date written above by and between [Your Company Name] ("Disclosing Party") and [Recipient Company Name] ("Receiving Party").

1. Definition of Confidential Information: For purposes of this Agreement, "Confidential Information" shall include any data or information that is proprietary to the Disclosing Party and not generally known to the public, including but not limited to business plans, financial data, and acquisition details.
2. Obligation of Confidentiality: The Receiving Party agrees to hold the Confidential Information in strict confidence and shall not disclose it to any third parties without the prior written consent of the Disclosing Party.
3. Purpose: The Confidential Information will be used solely for the purpose of evaluating a potential business acquisition.
4. Term: The confidentiality obligations under this Agreement shall remain in effect for a period of [insert duration] from the date of disclosure.

Please signify your acceptance of this Agreement by signing below:

[Your Name]
[Your Title]

[Recipient Name]
[Recipient Title]

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]