

# Confidentiality Agreement Letter

Dear [Recipient],

I am writing to you regarding the confidential information that we have discussed during our recent meeting. As we both know, this information is highly sensitive and must be kept strictly confidential to protect the interests of our respective organizations.

To ensure that our discussions and any information shared remain confidential, I would like to propose that we enter into a confidentiality agreement. This agreement will help us both to ensure that the confidential information shared during our discussions is not disclosed or used in any way that could harm our organizations.

I have attached a draft of the confidentiality agreement for your review. Please take the time to read through it carefully and let me know if you have any questions or concerns. Once we have both agreed on the terms of the agreement, we can sign it and move forward with our discussions.

I believe that entering into a confidentiality agreement is essential to protecting the information that we have discussed, and I hope that you agree. If you have any further questions or concerns, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]