

Official Non-Disclosure Agreement Letter

Subject: Non-Disclosure Agreement (NDA) Confirmation

Dear [Partner Name],

This letter confirms our mutual understanding that all shared information between [Your Company Name] and [Partner Company Name] will remain confidential. Both parties agree not to disclose or misuse proprietary information for purposes beyond our partnership discussions.

The agreement applies to business strategies, client details, pricing models, and any sensitive documents shared in meetings or correspondence. Breach of this agreement may result in legal action and termination of collaboration.

Please review, sign, and return this letter to indicate your acceptance.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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