

Vendor/Contractor Confidentiality Agreement Message

Subject: Confidentiality Agreement for Services Engagement

Dear [Vendor/Contractor Name],

Thank you for partnering with [Company Name] on [Project Name]. Before we proceed, we require all external vendors and contractors to sign a confidentiality agreement to protect our proprietary business information.

During the course of this engagement, you may be exposed to confidential information including technical specifications, business processes, customer data, pricing structures, and strategic plans.

You agree to:

1. Use confidential information solely for the purpose of fulfilling your contractual obligations
2. Implement reasonable security measures to protect all shared information
3. Limit access to confidential information to only those team members who require it
4. Return or destroy all confidential materials upon completion of the project
5. Refrain from disclosing any confidential information to third parties without prior written consent

This agreement remains in effect for [Duration] following the completion of our business relationship.

Any breach of confidentiality may result in termination of the contract and potential legal consequences.

Please review, sign, and return the attached formal agreement within [Number] business days.

Best regards,

[Your Name]

[Your Title]

[Company Name]

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