

Mutual Confidentiality Agreement Email

Subject: Mutual Non-Disclosure Agreement for Partnership Discussion

Hi [Recipient Name],

I'm excited about the possibility of [Company A] and [Company B] exploring a potential partnership.

Before we dive into detailed discussions, I'd like to propose a mutual confidentiality agreement to protect both our interests.

As we share information about our respective operations, technologies, and strategic plans, it's important that we both feel secure that this information won't be misused or disclosed to competitors.

The key terms I'm proposing:

- Both parties agree to keep all shared information confidential
- Information can only be used to evaluate the potential partnership
- The agreement covers information shared verbally, in writing, or electronically
- Obligations continue for [Duration] after our discussions conclude
- Either party can request the return or destruction of shared materials at any time

I've attached a standard mutual NDA for your review. If your legal team has any modifications or if you'd prefer to use your own template, I'm happy to work with that.

Looking forward to a productive conversation once we have this in place!

Best,

[Your Name]

[Your Title]

[Company Name]

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