

Confidentiality Agreement Template

Dear [Recipient's Name],

Re: Confidentiality Agreement

I am writing to confirm and establish our understanding regarding the protection of confidential information shared between [Your Company] and [Recipient's Company]. This Confidentiality Agreement ("Agreement") is effective from [Start Date] and will remain in effect indefinitely.

Key Provisions:

1. Definition of Confidential Information
2. Obligations of the Parties
3. Non-Disclosure and Non-Use
4. Permitted Disclosures
5. Remedies for Breach
6. Governing Law and Jurisdiction

Please refer to the attached Confidentiality Agreement for a complete overview. Should you have any inquiries or require further clarification, kindly reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your commitment to maintaining the confidentiality of our shared information.

Sincerely,

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