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,