

Mutual Non-Disclosure Agreement Letter

Subject: Non-Disclosure Agreement

Dear [Recipient Name],

This letter confirms that both parties, [Your Company Name] and [Recipient/Company Name], agree to maintain confidentiality regarding any shared information related to [Project/Business]. Terms include:

- Definition of confidential information: [Details]
- Duration of confidentiality: [Time period]
- Exclusions: [Details]
- Obligations and penalties for breach: [Details]

Please sign and return a copy to acknowledge your agreement.

Sincerely,

[Your Name]

[Title]

[Company Name]

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