

Non-Disclosure Agreement Letter

Subject: Non-Disclosure Agreement - Confidential Information Exchange

Dear [Recipient Company],

As we prepare to enter discussions regarding [purpose: potential partnership, merger, project collaboration], it is essential that we establish confidentiality protocols to protect sensitive business information that will be exchanged between [Your Company] and [Recipient Company].

This Non-Disclosure Agreement covers all proprietary information including but not limited to: trade secrets, financial data, customer lists, technical specifications, business strategies, and any information marked as confidential. Both parties agree not to disclose, reproduce, or use such information for any purpose other than evaluating the proposed business relationship.

The confidentiality obligations shall remain in effect for [duration] from the date of disclosure and will survive any termination of discussions between our companies. Exceptions include information that is publicly available, independently developed, or required to be disclosed by law.

Both parties acknowledge that unauthorized disclosure could cause irreparable harm and agree that monetary damages may be insufficient, thereby justifying injunctive relief in addition to all other available remedies.

Please sign and return one copy of this letter to confirm your agreement to these terms. Upon receipt, we can proceed with substantive discussions.

Respectfully,

[Your Name]

[Your Title]

[Your Company]

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