

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Confidentiality Agreement

We are pleased to inform you that we wish to enter into a confidentiality agreement with [Recipient's Company Name] concerning certain confidential information that may be disclosed during the course of our discussions regarding [briefly describe the purpose, e.g., a potential partnership, project collaboration, etc.].

This agreement will outline the obligations of both parties to ensure that all confidential information shared will be protected and not disclosed to unauthorized third parties without prior consent.

Please find attached a draft of the confidentiality agreement for your review. We believe it's essential to establish clear terms surrounding the handling of sensitive information. Kindly provide your comments or approve the draft at your earliest convenience.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Attachment: Confidentiality Agreement Draft]