

[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Non-Disclosure Agreement

Dear [Recipient's Name],

This Non-Disclosure Agreement ("Agreement") is made and entered into as of [Effective Date], by and between [Your Company Name], a [Your Company Type] with its principal place of business at [Your Company Address] ("Disclosing Party") and [Recipient's Name], a [Recipient's Company Type] with its principal place of business at [Recipient's Address] ("Receiving Party").

1. ****Definition of Confidential Information****

For purposes of this Agreement, "Confidential Information" shall include all written, electronic, or oral information disclosed by the Disclosing Party to the Receiving Party.

2. ****Obligations of Receiving Party****

The Receiving Party agrees to:

- a. Maintain the confidentiality of the Confidential Information.
- b. Not disclose any Confidential Information to any third party without prior written consent from the Disclosing Party.
- c. Use the Confidential Information solely for the purpose of [specific purpose].

3. ****Exclusions from Confidential Information****

Confidential Information does not include information that:

- a. Is or becomes publicly known through no fault of the Receiving Party.
- b. Is received from a third party without breach of any obligation of confidentiality.

4. ****Term****

This Agreement shall commence on the Effective Date and continue for a period of [duration] unless terminated by either party with [number] days' written notice.

5. ****Governing Law****

This Agreement shall be governed by and construed in accordance with the laws of [State/Country].

6. ****Entire Agreement****

This Agreement constitutes the entire agreement between the parties regarding its subject matter and supersedes all prior agreements and understandings.

IN WITNESS WHEREOF, the parties hereto have executed this Non-Disclosure Agreement as of the date first above written.

[Your Company Name]

By: _____

Name: [Your Name]

Title: [Your Title]

[Recipient's Name]

By: _____

Name: [Recipient's Name]

Title: [Recipient's Title]

[Optional Notary Acknowledgment]
