

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

**Confidential Information**

Re: Agreement - Confidential Information

Dear :

I have applied much consideration to your proposal. After analyzing the pros and cons of this offer, I agree that proceeding forward in the discussed manner is the best choice for the longevity of this firm. I would like to set up an appointment regarding the details of the agreement. Please contact me at your earliest convenience regarding an appropriate date and time for our meeting.

Thank you for contacting me concerning this offer. I realize that this is truly a once in a lifetime opportunity. I look forward to developing this proposal. If you have any questions, please do not hesitate to contact me at your earliest convenience.

Sincerely,

N A M E