

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

Re: Agreement of Confidentiality between Firms

Dear :

I completely agree that it is beneficial that all exchanges between Company and Company be held to the strictest levels of confidentiality. Any type of communication that relates to Company and Company and their respective parties should be made with the most careful arrangements. This should include postal correspondence, electronic mail exchanges, telephone conversations, and verbal contact. Limits will need to be placed on the quantity of communication and the persons involved with the said situation.

If you have any questions and/or concerns please contact me.

Sincerely,

N A M E