Your Name / Company Name

**YOUR LOGO**

Address, City | Telephone | Email

Date

Recipient Name

Title

Company

Address

Dear Recipient Name:

**CONFIDENTIALITY AGREEMENT**

[NAME OF DOCUMENT] and the ideas contained herein are the exclusive property of [YOUR NAME / NAME OF YOUR REGISTERED COMPANY].

By viewing any part of this document or learning of the ideas contained herein, you accept that you are bound by strict confidentiality to protect this document and the ideas contained herein, and shall treat same with the highest degree of care used by you to protect your own confidential information of a similar nature.

Accordingly, whether directly or indirectly, you shall not disclose or use any part of this document or the ideas contained herein for any purpose without the express written consent of [YOUR NAME / NAME OF YOUR REGISTERED COMPANY], and shall fully restrict access to this document and the ideas contained herein. You shall bear strict liability for any person who discloses or uses this document or ideas contained herein contrary to this agreement due to your negligence or deliberate breach.

You also accept to avoid engaging in a project of similar nature within at least three years after this document is received without the express written consent of [YOUR NAME / NAME OF YOUR REGISTERED COMPANY].

You accept that upon breach or threat to breach this agreement, [YOUR NAME / NAME OF YOUR REGISTERED COMPANY] will sustain irreparable harm and shall be entitled to obtain an injunction to stop any breach or threatened breach of this agreement without the necessity of proving actual damages, and to recover damages with respect to said breach.

Upon request, this document is to be immediately returned to [YOUR NAME / NAME OF YOUR REGISTERED COMPANY] or destroyed within 3 days after request is made, with written statement to that effect sent to [YOUR NAME / NAME OF YOUR REGISTERED COMPANY] as soon as same is destroyed.

This agreement covers all versions and editions of this document titled ‘[NAME OF DOCUMENT]’, and shall be binding on any individual, organization, partnership, body or group who has received any version or edition of said document.

The laws of [STATE OF YOUR RESIDENCE] shall govern this agreement, and where any provision herein is declared illegal or unenforceable by law, this agreement shall continue to run in full force without the said provision.

Thank you for your cooperation.

YOUR LOGO / PROPOSED IDEA LOGO

YOUR NAME / NAME OF YOUR REGISTERED COMPANY

Yours faithfully,

[Your Signature]

[YOUR NAME]

[YOUR POSITION]

FOR: [NAME OF YOUR COMPANY]