

[Print on Company Letterhead Address]

<<Name of Recipient Company>>

<<Company Address>>

<<Company Address>>

<<Postcode>>

<<Date>>

Attention of <<Name of Contact>>

To the Directors,

In the discussions which are to be had in connection with the correspondence which may be exchanged between representatives of your Company (as defined above ("your Company") and myself [, as a representative of <<Name of Recipient Company>> ("my Company"),] concerning <<insert details of the subject of the discussions>>, and in any visits which I may make in connection with the premises of your Company or of any third party associated with you, no confidential technical and/or commercial information will be disclosed to me:

1. Except in so far as I am permitted to do so by your Company, or any such information is at the time of disclosure, in whole or in part, by any time thereafter and through no fault of my own becomes, prior to or after disclosure, the property of your Company, I will not at any time make any use of, or disclose to any third party [any part of] any of such information;
2. I will not deliver to any third party, nor use for any purpose other than for testing or evaluation any samples of your Company's products which are given to me in the course of any such discussion or visits; and
3. I will treat any information received from you, or any third party, for testing or evaluation of such samples as confidential information which is subject to the provisions of Condition 1 above.

<<Insert day>> of <<Insert Month>>

Signed _____

Name <<Insert name>>

Position <<Insert position>>

Company <<Name of Recipient's Company>>