

[Your Company Letterhead or Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Company/Organization]
[Recipient Address Line 1]
[Recipient Address Line 2]
[City, State, Zip Code]

Subject: Acceptance of Project Proposal and Confidentiality Agreement

Dear [Recipient Name],

We are pleased to inform you that your project proposal titled "[Project Title]" has been formally reviewed and accepted by [Your Company/Organization]. We appreciate the effort and expertise demonstrated in your submission and look forward to collaborating with you towards successful project completion.

Project Scope and Timeline:

The scope of this project includes [Brief Summary of Project Scope], and it is anticipated to commence on [Start Date] with an expected completion date of [End Date]. Detailed milestones and deliverables are as outlined in the accepted proposal.

Confidentiality Agreement:

In accordance with our policies and to safeguard all proprietary and sensitive information exchanged during the course of this project, both parties agree to the following confidentiality terms:

- All information, data, documents, and materials shared between [Your Company/Organization] and [Recipient's Company/Organization] shall be treated as strictly confidential and shall not be disclosed to any third party without prior written consent.
- Both parties agree to use such information solely for the purposes related to this project and to take all reasonable steps to ensure its protection and security.
- This confidentiality obligation remains in effect both during and after the conclusion of the project, unless otherwise mutually agreed in writing.

By signing below, both parties acknowledge their acceptance of the project terms and mutual commitment to maintaining confidentiality.

Please countersign this letter to confirm your acceptance and email a scanned copy to [Contact Email], or send a signed hard copy to our office address.

We look forward to a productive and successful partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]

Accepted and Agreed by:

[Recipient Name]
[Recipient's Position]
[Recipient's Company/Organization]
Date: _____