

Date: [Insert Date]

To: [Recipient Name/Organization Name]

Address: [Insert Recipient Address]

Subject: Confidentiality and Non-Disclosure Agreement

Dear [Recipient Name],

This letter sets forth the terms and conditions regarding the disclosure of certain confidential and proprietary information by [Name of Banking Institution] ("the Bank") to [Recipient Name] ("the Recipient") in connection with [Purpose of Disclosure, e.g., potential business partnership, audit, or loan evaluation].

1. Definition of Confidential Information

Confidential Information includes, but is not limited to, all financial records, customer data, account details, trade secrets, business strategies, software, and internal processes disclosed by the Bank, whether orally, in writing, or electronically.

2. Obligations of the Recipient

The Recipient agrees to:

- Keep all Confidential Information strictly confidential.
- Use the information solely for the purpose of [Insert Purpose].
- Limit access to the information to employees or representatives who have a legitimate "need to know" and who are bound by similar confidentiality obligations.
- Implement appropriate technical and organizational measures to protect the information from unauthorized access or disclosure.

3. Exclusions

This agreement does not apply to information that is already in the public domain, was rightfully in the Recipient's possession prior to disclosure, or is required to be disclosed by law or regulatory authority.

4. Return of Materials

Upon written request by the Bank or termination of discussions, the Recipient shall promptly return or destroy all physical and electronic copies of the Confidential Information.

5. Term

The obligations under this letter shall remain in effect for a period of [Insert Number, e.g., 5] years from the date of disclosure.

6. Governing Law

This agreement shall be governed by and construed in accordance with the laws of [Insert Jurisdiction/State/Country].

Please acknowledge your agreement to these terms by signing and returning a copy of this letter.

Sincerely,

[Signature]

[Name of Bank Representative]

[Title]

[Name of Banking Institution]

Acknowledged and Agreed:

Signature: _____

Name: [Insert Name of Authorized Signatory]

Title: [Insert Title]

Date: _____