Mutual NDA starting template

Editable sample letter: replace the details with your own records before signing

MUTUAL CONFIDENTIALITY DRAFT
Parties: [Party A] and [Party B]. Effective date: [date].
Purpose: [specific proposed discussion or project].
Each party intends to use the other's confidential information only for the stated purpose and to limit disclosure to authorised recipients with appropriate obligations.
Define covered information: [definition]. Define exceptions: [public information, prior knowledge, independent development and lawful third-party receipt, as agreed].
Required legal disclosure procedure: [terms]. Duration: [period]. Return or deletion: [process and permitted retention].
No licence, transfer of ownership or obligation to proceed is implied unless explicitly agreed.
Governing law, forum and remedies: [local legal review required].
[Names, authorised signatures and dates]