[NAME/ORGANIZATION LETTERHEAD]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[EMAIL ADDRESS]

[PHONE NUMBER]

[DATE]

[RECIPIENT’S NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Proposal for Extension of Confidentiality Agreement**

Dear [RECIPIENT’S NAME],

I am writing to propose an extension of the Confidentiality Agreement dated [ORIGINAL DATE OF AGREEMENT] between [ORGANIZATION] and [RECIPIENT’S ORGANIZATION] (the “**Agreement**”). As the original term of the Agreement is set to expire on [EXPIRATION DATE], we believe an extension is mutually beneficial to ensure the continued protection of the confidential information exchanged under the terms of the Agreement.

To this end, we propose to extend the term of the Agreement by an additional [*specific period, e.g., 12 months*], with all other terms and conditions of the Agreement remaining unchanged. This extension would provide both parties with continued assurance of confidentiality and safeguard the proprietary information shared during our collaboration.

Please find attached a proposed amendment for your review and signature. If you have any suggestions or require further modifications to the terms, we are open to discussing them to reach a mutually agreeable solution.

We kindly request your response by [*specific deadline, e.g., DATE*] to ensure a seamless transition and avoid any lapse in the Agreement’s protection. Should you have any questions or need clarification, please direct your inquiries to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

Thank you for your attention to this matter. We value our continued collaboration and the trust placed in safeguarding confidential information.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]