[Addressee name]

[Address line 1]

[Address line 2]

[Address line 3]

[Date]

Dear [addressee name],

We confirm the basis for our proposed discussions in respect of [*insert basis of discussions*].

All information and documentation being supplied to you by us is solely for the purpose of exploring whether we may pursue a business arrangement with you.

The confidentiality will extend to:

* + 1. all discussions and any documentation shown to you by us;
    2. all our business systems explained to you and how we operate; and
    3. details of all personnel, products and methods of operation which are shown to you and to which you are given access and knowledge (together, Confidential Information).

The Confidential Information is not to be dealt with by you without us consenting in writing to the use of the Confidential Information.

Please confirm the terms of our dealing on this basis by signing the enclosed copy of this letter.

Yours faithfully

Trilogy

Signed by an authorised person of Trilogy\

DATE:

I agree to accept and acknowledge the terms of this letter.

|  |  |
| --- | --- |
|  |  |
| [Name] |  |
| [Capacity] |  |
| [Date] |  |
|  |  |