

Date: [Insert Date]

To: [Name of Recipient]
[Title]
[Joint Venture Partner Company Name]
[Address]

Subject: Advisory Regarding Sharing of Trade Secret Information

Dear [Recipient Name],

In connection with our ongoing collaboration under the [Name of Joint Venture Project], this letter serves as a formal advisory regarding the exchange and protection of Trade Secret Information.

As we enter the phase of [Description of Phase/Activity], it is anticipated that [Your Company Name] will disclose certain proprietary technical, financial, or business information that constitutes a trade secret. To ensure the continued protection of this information, please adhere to the following protocols:

- **Identification:** All shared Trade Secret Information will be clearly marked as "CONFIDENTIAL - TRADE SECRET" or "PROPRIETARY."
- **Authorized Access:** Access must be restricted to employees and consultants who have a specific "need to know" for the purposes of the Joint Venture.
- **Security Measures:** Recipients must apply the same degree of care to protect this information as they use for their own sensitive data, but in no case less than a reasonable degree of care.
- **Use Restriction:** This information is shared solely for the purpose of [Specific Purpose] and shall not be used for any other business activities or disclosed to third parties without prior written consent.

This advisory is governed by the terms and conditions set forth in the [Title of Non-Disclosure Agreement or JV Agreement] dated [Date of Agreement].

Please acknowledge receipt of this advisory by signing and returning a copy to our records department.

Sincerely,

[Your Signature]
[Your Name]
[Your Title]
[Your Company Name]

Acknowledgment:

I hereby acknowledge receipt of this Trade Secret Information Sharing Advisory.

Signature: _____ Date: _____