

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]

KQRS

[Company Address]
[City, State, Zip Code]

Subject: Non-Disclosure Agreement (NDA)

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a Non-Disclosure Agreement (NDA) between [Your Company/Your Name] and KQRS to facilitate the sharing of confidential information regarding [briefly state the purpose of the information exchange, e.g., a joint project, collaboration, etc.].

This NDA would ensure that both parties maintain confidentiality and protect any proprietary information exchanged during our discussions. The key terms we propose include:

1. Definition of Confidential Information
2. Obligations of both parties regarding the use and protection of the information
3. Exclusions from confidentiality
4. Duration of the agreement
5. Terms for termination

I have attached a draft NDA for your review. Please feel free to suggest any modifications that reflect your requirements better.

Looking forward to your response.

Thank you for your consideration.

Best regards,

[Your Name]
[Your Title]
[Your Company]
[Your Company Website] (if applicable)
[Attachment: Draft NDA]