

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Non-Disclosure Agreement (NDA)

I hope this letter finds you well. I am writing to formally request the establishment of a Non-Disclosure Agreement (NDA) between [Your Company] and [Recipient Company] to facilitate the sharing of sensitive information regarding [specific project or purpose].

The purpose of this NDA is to protect proprietary information, trade secrets, and any confidential data shared during our collaboration. We believe that entering into this agreement will not only safeguard our respective interests but also foster a stronger partnership.

Please find attached a draft of the proposed NDA for your review. We are open to discussing any modifications necessary to ensure that both parties feel comfortable and protected under this agreement.

Thank you for considering our request. I look forward to your response and am happy to discuss any questions or concerns you may have.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company]