

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Submission of Non-Disclosure Agreement (NDA)

I hope this letter finds you well.

I am writing to formally submit the Non-Disclosure Agreement (NDA) as per our recent discussions regarding [briefly state the nature of the information or project].

Enclosed with this letter, you will find the signed NDA for your review and records. Please let me know if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title (if applicable)]