

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

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

Dear [Recipient Name],

I am writing to express my interest in applying for a Non-Disclosure Agreement (NDA) with [Company/Organization Name]. As a [your profession/role] with extensive experience in [your field/industry], I understand the importance of protecting sensitive information and proprietary data.

I believe that establishing an NDA will foster a secure environment for the collaboration between [Your Company/Organization Name] and [Company/Organization Name]. Through this agreement, we can ensure the confidentiality of shared information and promote a strong foundation for our potential partnership.

Enclosed with this letter, you will find my details and a draft of the proposed NDA for your review. I am open to discussing any terms or conditions you wish to include to tailor the agreement to our mutual benefit.

Thank you for considering my application. I look forward to the opportunity to engage further and work together.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company/Organization Name]