

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Organization/Company Name]
[Organization/Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for a Non-Disclosure Agreement (NDA) to ensure the confidentiality of sensitive information shared between [Your Company/Organization Name] and [Recipient Company/Organization Name].

[Briefly explain the nature of the information to be protected and the purpose of the NDA. You might include details about the project or collaboration scope that necessitates confidentiality.]

I believe that the signing of an NDA will benefit both parties by safeguarding proprietary information and promoting a trustworthy working relationship.

Enclosed, please find a draft of the proposed NDA for your review. I am open to any modifications you might suggest to better suit our mutual interests.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

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