

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

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

Dear [Recipient's Name],

Subject: Application for Non-Disclosure Agreement

I hope this letter finds you well. I am writing to formally request the establishment of a Non-Disclosure Agreement (NDA) between [Your Company/Your Name] and [Recipient's Company/Recipient's Name]. The purpose of this NDA is to protect confidential information that may be shared during our discussions and potential collaboration regarding [specific project or subject matter].

We believe entering into this agreement will ensure that both parties are committed to maintaining the confidentiality of sensitive information and will foster a trusting business relationship.

Please find attached our proposed NDA draft for your review and consideration. We would appreciate any feedback or adjustments that you deem necessary.

Thank you for considering this request. I look forward to your timely response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]