

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

Subject: Request for Non-Disclosure Agreement

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the establishment of a Non-Disclosure Agreement (NDA) between [Your Company/Yourself] and [Recipient's Company] to protect sensitive information that may be shared during our discussions regarding [briefly describe the purpose or project].

To ensure that both parties are protected, I propose that we outline the terms of the NDA to include, but not be limited to, the definitions of confidential information, obligations of both parties, duration of confidentiality, and any exclusions from confidentiality.

Please let me know your availability for a brief meeting to discuss this further or if you would prefer to draft an NDA based on an existing template.

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

Sincerely,

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