

[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Client's Name]
[Client's Position]
[Client's Company]
[Client's Company Address]
[City, State, Zip Code]

Dear [Client's Name],

Subject: Non-Disclosure Agreement Application

I hope this message finds you well.

As we embark on our upcoming project together, we recognize the importance of protecting sensitive information that may be shared during our collaboration. To ensure the confidentiality of our discussions and any proprietary information exchanged, we would like to propose the establishment of a Non-Disclosure Agreement (NDA).

This agreement will outline the terms under which both parties can share information securely, thereby fostering a trustful and transparent working relationship. We are committed to safeguarding your information and ensuring compliance with all agreed-upon terms.

Please find attached a draft of the Non-Disclosure Agreement for your review. We welcome any feedback or modifications you might have. If you agree with the terms, kindly sign and return the document at your earliest convenience.

Thank you for your attention to this matter. We look forward to your positive response and to a fruitful collaboration.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]