

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Non-Disclosure Agreement Application

I hope this message finds you well.

As we explore the potential partnership between [Your Company Name] and [Recipient's Company Name], it is crucial to ensure the confidentiality of our discussions and any proprietary information that may be shared. To facilitate this exchange, I would like to propose the establishment of a Non-Disclosure Agreement (NDA). This agreement will protect both parties and foster a transparent and secure environment for collaboration.

Please find attached a draft of the NDA for your review. We believe it captures the necessary terms to safeguard our interests adequately. We welcome any suggestions or amendments you may have.

Thank you for considering this application. I look forward to your prompt response, so we can move forward in our discussions.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]