

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

Dear [Recipient Name],

Subject: Application for Personal Non-Disclosure Agreement

I hope this letter finds you well. I am writing to formally request a Non-Disclosure Agreement (NDA) to protect sensitive information that may be shared during our discussions and collaborations.

As we engage in [briefly describe the nature of your collaboration or relationship], I want to ensure that both parties feel secure regarding the confidentiality of shared information.

I believe that a personal NDA will provide the necessary framework to safeguard proprietary information and intellectual property during our partnership. I am committed to upholding the confidentiality requirements outlined in the agreement.

Please let me know if you require any additional information from my side to expedite this process. I look forward to your prompt response regarding this matter.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Title/Position] (if applicable)  
[Company Name] (if applicable)