

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

Dear [Recipient's Name],

Subject: Request 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] and [Recipient's Company]. The purpose of this agreement is to protect the confidential information that will be shared between our two parties as we explore potential collaboration opportunities.

We believe that a mutual NDA will not only enhance our professional relationship but also ensure that sensitive information remains secure.

Please find attached a draft of the proposed NDA for your review.

We kindly ask you to consider this request and would appreciate any feedback you might have. If acceptable, we can schedule a meeting to discuss and finalize the agreement at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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