

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a Non-Disclosure Agreement (NDA) in connection with [briefly describe the purpose, e.g., potential collaboration, project details, sensitive information exchange].

In order to facilitate our discussions and ensure the confidentiality of proprietary information, I believe it is essential to establish a formal NDA. This agreement would provide both parties with the assurance that any shared information will be treated with the utmost confidentiality. Please let me know if there are any specific requirements or templates that your organization prefers for such agreements. I am happy to review any existing NDA you may have or provide a draft for your consideration. Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company/Organization Name, if applicable]