

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

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

Dear [Recipient's Name],

Subject: Non-Disclosure Agreement Application

I hope this message finds you well. I am writing to formally request a Non-Disclosure Agreement (NDA) to be established between [Your Company/Organization Name] and [Recipient's Company/Organization Name]. Our collaboration on [specific project or purpose] necessitates the protection of confidential and proprietary information that will be shared during the course of our discussions and partnership.

Please find attached our standard NDA template for your review. We are open to any modifications you may require to accommodate your policies. I look forward to your prompt response so we can move forward with our collaboration while ensuring the confidentiality of sensitive information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]