

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your approval for a Non-Disclosure Agreement (NDA) that we believe is essential for protecting our mutual interests during the upcoming discussions regarding [brief description of the project or purpose].

The NDA is intended to safeguard confidential information that may be shared between our two parties, ensuring that sensitive data remains protected and secure throughout our collaboration. The key terms of the NDA outline the obligations of both parties regarding the handling of proprietary information.

I have attached a draft of the NDA for your review. Please take some time to go through it, and let me know if you have any questions or require any modifications. I believe this agreement will greatly facilitate our discussions and help foster a trustworthy professional relationship. I appreciate your prompt attention to this matter and look forward to your approval.

Thank you for considering this request.

Sincerely,

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