

[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],

I hope this message finds you well. I am writing to formally request the necessary documents to initiate the Non-Disclosure Agreement (NDA) application process.

As we are considering a potential collaboration, I believe it is essential to establish clear terms regarding confidentiality to protect our respective interests.

Please let me know the next steps and any specific information you may require from my side to facilitate this process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]