

Confidentiality Agreement Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the establishment of a Confidentiality Agreement between [Your Company Name] and [Recipient's Company Name]. As we discuss potential collaboration on [briefly describe the project or purpose], it is vital to ensure that sensitive information shared between our parties remains protected.

We appreciate your cooperation in this matter and are happy to provide a draft of the agreement for your review.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]