

# Engagement Letter for Non-Disclosure Agreement

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to engage you for the purpose of discussing and evaluating a potential business relationship between [Your Company Name] and [Recipient's Company Name]. As part of this engagement, it is essential to establish a Non-Disclosure Agreement (NDA) to protect the confidentiality of any proprietary information shared during our discussions.

Enclosed, please find a draft of the Non-Disclosure Agreement for your review. Key points of the NDA include:

- Definition of confidential information.
- Obligations of both parties regarding confidentiality.
- Duration of confidentiality obligations.
- Exclusions from confidential information.

Please review the enclosed agreement and let us know if you have any questions or require modifications. Upon your agreement, we can proceed with the execution of the NDA.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]