

Letter of NDA Submission Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the submission of our Non-Disclosure Agreement (NDA) dated [Insert NDA Date]. We want to ensure that all necessary documentation has been received and processed.

Could you please confirm the status of our NDA submission? In case any further information or clarification is needed from our end, we would be happy to assist.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]