

Request for Non-Disclosure Agreement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to potentially collaborate and share valuable information regarding [briefly describe the purpose or project]. In order to protect our mutual interests and confidential information, we would like to request the establishment of a Non-Disclosure Agreement (NDA) between our two parties.

The NDA will ensure that all shared information remains confidential and is used solely for the purpose of our discussions and partnership. We believe that this measure will facilitate open and honest communication as we move forward.

Thank you for considering this request. We look forward to your response and hope to initiate our collaboration soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]