

Request for Signing a Non-Disclosure Agreement (NDA)

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the signing of a Non-Disclosure Agreement (NDA) between [Your Company] and [Recipient Company].

Given the sensitive nature of the information we will be exchanging regarding [specific project or purpose], it is crucial that both parties ensure confidentiality and protect our interests.

Please find attached the draft NDA for your review. If you have any revisions or concerns, do not hesitate to reach out, and we can discuss them further.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]