

# Vendor Non-Disclosure Agreement Initiation

Date: [Insert Date]

**[Vendor's Name]**

[Vendor's Address Line 1]

[Vendor's Address Line 2]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

We are pleased to initiate the process for a Non-Disclosure Agreement (NDA) between [Your Company Name] and [Vendor's Name]. This agreement aims to protect the confidentiality of proprietary information that may be disclosed during our discussions regarding [briefly state the purpose, e.g., "potential collaboration" or "service offerings"].

The key elements of the NDA include:

- Definition of Confidential Information
- Obligations of both parties
- Duration of the confidentiality obligations
- Permitted disclosures

Attached to this letter, you will find a draft of the NDA for your review. Please examine it and provide feedback or amendments you may wish to include. We hope to finalize this agreement as soon as possible to facilitate our discussions.

Thank you for your cooperation. We look forward to working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]