

Trade Secret Protection Request

Date: [Insert Date]

To: [Affiliates' Names/Company]

Address: [Affiliate Address]

Dear [Affiliate's Name/Team],

I hope this message finds you well. As part of our ongoing commitment to safeguard our proprietary and confidential information, we kindly request your adherence to our trade secret protection measures.

The information outlined below constitutes a trade secret:

- [Description of Trade Secret 1]
- [Description of Trade Secret 2]
- [Description of Trade Secret 3]

We ask that you take all necessary precautions to protect this information, including but not limited to:

1. Limiting access to authorized personnel only.
2. Implementing secure storage and transfer protocols.
3. Refraining from sharing this information with third parties without prior consent.

Your cooperation in this matter is essential in maintaining our competitive advantage and ensuring that our intellectual property remains secure.

If you have any questions or concerns regarding this request, please do not hesitate to reach out to me directly at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]