

Trade Secret Protection Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. As we continue to strengthen our partnership, I would like to address an important matter concerning the protection of our trade secrets.

Our collaboration involves the sharing of sensitive information that is crucial to the success of our respective businesses. To ensure that both parties maintain the confidentiality and security of this information, I propose that we formalize our commitment to trade secret protection through a Non-Disclosure Agreement (NDA).

This agreement would serve to safeguard our proprietary information, including but not limited to [insert specifics, e.g., product designs, marketing strategies, and client lists]. We believe that a clear understanding and agreement on this matter will foster greater trust and collaboration between our businesses.

Please let us know your thoughts on this proposal, as well as your availability to discuss this further. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]