

Trade Secret Protection Request

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Client's Name]
[Client's Company]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. As part of our ongoing efforts to protect the sensitive information and proprietary data that is vital to our business operations and to yours, we are reaching out to formally request the implementation of trade secret protection protocols.

Our company values the confidentiality of certain trade secrets, including but not limited to [briefly list types of trade secrets, e.g., formulas, processes, customer lists, pricing strategies]. We believe that ensuring the protection of these assets is crucial for both our organization and our partnership moving forward.

We would appreciate your cooperation in [detail specific actions you request from the client, e.g., signing a non-disclosure agreement, implementing security measures, etc.]. This will not only safeguard our interests but will also strengthen the trust and transparency between our companies.

Thank you for your attention to this important matter. We look forward to your prompt response and to continuing our successful collaboration.

Sincerely,

[Your Name]
[Your Position]
[Your Company]