

Trade Secret Protection Request

Date: [Insert Date]

To: [Legal Advisor's Name]

[Legal Advisor's Firm Name]

[Firm Address]

[City, State, Zip Code]

Dear [Legal Advisor's Name],

Subject: Request for Trade Secret Protection Guidance

I hope this message finds you well. I am writing to seek your expertise in protecting a trade secret that is vital to our business operations.

We have recently developed a proprietary [briefly describe the nature of the trade secret, e.g., software, formula, process] that we believe provides us a competitive advantage in the market. Given the sensitive nature of this information, we are keen to implement appropriate measures to safeguard it from potential disclosure.

In this regard, we would appreciate your guidance on the following:

- Review of our current confidentiality agreements and trade secret policies.
- Best practices for maintaining the confidentiality of our trade secret.
- Possible legal steps we can take to enforce our rights in the event of unauthorized disclosure.

We value your insight and would like to schedule a meeting to discuss this matter at your earliest convenience. Please let me know your available times, and we will do our best to accommodate.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]