

Trade Secret Protection Request

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to formally request your cooperation in maintaining the confidentiality of our trade secrets that may be disclosed during our ongoing business relationship. It is essential for us to protect sensitive information that could impact our competitive advantage.

It is crucial that you implement and uphold necessary safeguards to prevent unauthorized access or disclosure of this information. We request that you sign the attached Non-Disclosure Agreement (NDA) to formalize this commitment.

We appreciate your attention to this matter and look forward to continuing our fruitful partnership. Please do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Your Contact Information]