

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the current terms of our confidentiality agreement dated [original agreement date]. As our collaboration continues to evolve, I believe it is beneficial for both parties to revisit and renegotiate certain aspects of our confidentiality terms to better reflect our ongoing needs and objectives.

Specifically, I would like to address the following points:

- [Point 1: Description]
- [Point 2: Description]
- [Point 3: Description]

Could we schedule a meeting to discuss these changes in detail? I am confident that we can reach an agreement that serves both our interests while protecting sensitive information.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]