

Notification of NDA Addendum

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to notify you of an addendum to the Non-Disclosure Agreement (NDA) originally signed on [Original NDA Date] between [Your Company Name] and [Recipient's Company Name]. This addendum will serve to modify the existing terms in the interest of both parties.

The key changes effective from [Effective Date of Addendum] are as follows:

- [Change 1]
- [Change 2]
- [Change 3]

Please review the attached addendum document for detailed information regarding the amendments. If you agree to the changes, please sign where indicated and return a copy to us by [Return Deadline].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]