

# Letter of Adjustment to Non-Disclosure Agreement (NDA)

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss adjustments to our existing Non-Disclosure Agreement (NDA) dated [Insert Original NDA Date]. After careful consideration, we believe that modifying certain terms will better reflect our current collaboration needs.

Specifically, we propose the following adjustments:

- **Section 1:** [Describe the adjustment]
- **Section 2:** [Describe the adjustment]
- **Section 3:** [Describe the adjustment]

We believe these changes will enhance our partnership and ensure mutual confidence in sharing sensitive information. Please review the proposed adjustments and let me know a convenient time for us to discuss this further.

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

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]