

Non-Disclosure Agreement Signing Procedure

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to move forward with our discussions regarding [Project/Subject Matter]. To protect the confidentiality of our respective information, we would like to execute a Non-Disclosure Agreement (NDA).

Please find the NDA attached for your review. We kindly ask you to follow the procedure outlined below to ensure a smooth signing process:

1. Review the attached NDA document thoroughly.
2. If you agree to the terms, please sign the document.
3. Return the signed NDA via email to [Your Email Address].
4. Upon receipt, we will countersign and send you a fully executed copy for your records.

If you have any questions or require further clarification about any part of the NDA, please do not hesitate to reach out.

Thank you for your cooperation. We look forward to our collaboration.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]