

Confidentiality Agreement Review Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your review of the attached confidentiality agreement. As we move forward with our collaboration, it is essential that we ensure all sensitive information remains protected.

Please review the document and provide any feedback or suggestions by [Insert Deadline]. Your expertise is invaluable in ensuring the integrity of our agreement.

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

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]