

# Non-Disclosure Agreement

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to discuss the non-disclosure agreement (NDA) we previously entered into on [Insert Date of Original NDA]. As we continue our collaboration, I would like to address a few concerns regarding the confidentiality of the information exchanged.

- 1. Purpose of Disclosure:** Please clarify the specific purposes for which confidential information will be utilized.
- 2. Duration of Confidentiality:** I would like to confirm that the confidentiality obligations will remain in effect for [insert duration] after the termination of this agreement.
- 3. Permitted Disclosures:** It is essential to clarify any exceptions to the confidentiality obligations, particularly regarding disclosures to employees or third parties.

I believe addressing these concerns will strengthen our professional relationship and ensure that both parties are clear on their obligations. Please let me know a suitable time to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]