

Non-Disclosure Agreement Explanation Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an explanation regarding the Non-Disclosure Agreement (NDA) that was provided to me on [Insert Date of NDA]. I would appreciate a detailed breakdown of the key clauses and implications related to this agreement.

Understanding these terms is essential for me to ensure compliance and to protect both parties' interests. Specifically, I would like clarification on the following points:

- Duration of the confidentiality obligation
- Definition of confidential information
- Permitted disclosures
- Consequences of breach

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]