

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the Non-Disclosure Agreement (NDA) we discussed on [Insert Date of Discussion]. As we continue with our collaboration, it is essential to ensure the confidentiality of the information exchanged.

Please let me know if you have any questions regarding the terms of the NDA or if there are any changes you would like to propose. I am looking forward to receiving the signed agreement at your earliest convenience so we can proceed without delay.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]