

Non-Disclosure Agreement Provision Questions

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Questions Regarding Non-Disclosure Agreement Provisions

Dear [Recipient's Name],

I hope this message finds you well. As we move forward with our upcoming collaboration, I would like to clarify a few provisions related to the Non-Disclosure Agreement (NDA) we are considering. Please find my questions below:

1. **Definition of Confidential Information:** What specifically constitutes "confidential information" under this agreement? Are there any exclusions we should be aware of?
2. **Duration of Confidentiality:** How long does the obligation of confidentiality last after the termination of the agreement?
3. **Permitted Disclosures:** Are there any circumstances under which disclosure of confidential information is allowed, such as legal requirements?
4. **Return or Destruction of Information:** What procedures should be followed for the return or destruction of confidential information at the end of our collaboration?
5. **Consequences of Breach:** What are the repercussions for any breach of the confidentiality obligations outlined in the NDA?

I appreciate your attention to these matters and look forward to your prompt response so that we can finalize the agreement smoothly. Thank you!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]