

# Non-Disclosure Agreement Review

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Review of Non-Disclosure Agreement Stipulations**

Dear [Recipient's Name],

I am writing to request a review of the stipulations outlined in the Non-Disclosure Agreement (NDA) dated [insert date of NDA]. After a thorough examination of the terms, I have identified several key areas that warrant further discussion to ensure mutual understanding and agreement.

Specifically, I would like to address the following points:

- Definition of Confidential Information
- Duration of Confidentiality Obligations
- Permitted Disclosures and Exceptions
- Consequences of Breach

It is imperative that both parties have clarity on these stipulations to protect our respective interests. I propose scheduling a meeting to discuss these points in detail. Please let me know your availability in the coming days.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]