

Date: [Insert Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

Subject: Clarification of NDA Terms

I hope this message finds you well. I am writing to seek clarification on certain terms outlined in the Non-Disclosure Agreement (NDA) dated [Insert NDA Date].

Specifically, I would like to discuss the following points:

- Confidential Information: [Specify your concerns or areas needing clarification]
- Term of Agreement: [Specify your concerns or areas needing clarification]
- Permitted Disclosures: [Specify your concerns or areas needing clarification]

It is important for both parties to have a mutual understanding of these terms to avoid any potential misunderstandings in the future.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[Your Contact Information]