

Request for Nondisclosure Compliance

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the compliance with the nondisclosure agreement (NDA) entered into on [Insert Date of NDA]. As per the terms of the agreement, all parties are bound to uphold the confidentiality of [specific information or project name].

We wish to ensure that all proprietary information shared between our entities remains protected and that any potential breaches are addressed in a timely manner. Please confirm your compliance with the terms of the NDA and provide any documentation indicating the steps taken to safeguard our confidential information.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]