[NAME/ORGANIZATION LETTERHEAD]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[EMAIL ADDRESS]

[PHONE NUMBER]

[DATE]

[RECIPIENT’S NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Request for Execution of Non-Disclosure Agreement**

Dear [RECIPIENT’S NAME],

I hope this message finds you well. To facilitate the exchange of confidential information between [ORGANIZATION] and [RECIPIENT’S ORGANIZATION] and ensure that sensitive information is protected, we kindly request your execution of the attached Non-Disclosure Agreement (NDA).

**Purpose of the NDA**

The NDA serves to:

* + Establish mutual obligations for safeguarding proprietary and confidential information.
  + Outline the terms under which such information may be disclosed and used.
  + Prevent unauthorized use or disclosure of sensitive information shared during our collaboration.

**Next Steps**

Please review the attached NDA at your earliest convenience. If you agree with the terms outlined, kindly sign and return the executed agreement by [specific deadline, e.g., DATE]. Should you require any amendments or have specific concerns, do not hesitate to reach out.

[NAME], [TITLE], is available at [EMAIL ADDRESS/PHONE NUMBER] to discuss this further.

Thank you for your prompt attention to this matter. We look forward to continuing our discussions under the assurance of confidentiality.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]