

Date: [Insert Date]

To:

[Contact Name]

[Vendor Company Name]

[Address]

[City, State, Zip Code]

Subject: NOTICE OF NDA COMPLIANCE VERIFICATION

Dear [Contact Name],

This letter serves as a formal request to verify [Vendor Company Name]'s compliance with the Non-Disclosure Agreement (NDA) executed on [Date of Agreement] between [Your Company Name] and [Vendor Company Name].

To ensure the continued protection of our proprietary information and to meet our internal security audit requirements, please provide written confirmation of the following:

- That all Confidential Information is being handled, stored, and accessed only by authorized personnel as defined in the Agreement.
- That all employees or subcontractors with access to the Confidential Information have signed individual confidentiality agreements.
- That any Confidential Information that is no longer required for the performance of the services has been returned or securely destroyed, as per the terms of the Agreement.

Please return a signed copy of this verification or a formal statement of compliance by [Insert Deadline Date].

If you have any questions regarding this request, please contact [Internal Contact Person] at [Phone Number/Email].

Thank you for your cooperation in maintaining our mutual security standards.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Vendor Acknowledgment of Compliance:

I, [Name], acting as a representative of [Vendor Company Name], hereby certify that our organization is in full compliance with the terms of the NDA dated [Date of Agreement].

Signature: _____ Date: _____