Holder Email:

Advocate Email:

Vendor Email:

Copy to: [SOS.VDA@state.de.us](mailto:alison.iavarone@state.de.us)

Subject: Holder Name – SOS VDA Program Enrollment

This email is a follow up to the email which was sent by the Delaware Department of State (DOS) regarding your organization’s enrollment to the Delaware Secretary of State Voluntary Disclosure Agreement (hereinafter referred to as a “SOS VDA”) program. Vendor Name has been engaged to assist with the review of the SOS VDA submission.

If an advocate will be assisting with the SOS VDA Process, please confirm that permission was granted to communicate with this advocate on Form VDA-1. Please alert Vendor Name and DOS of any changes with this authorization via email or another written manner.

Attached please find a Non-Disclosure Agreement (“NDA”), which will permit the sharing of confidential information with Vendor Name.  This form should be completed by your organization and signed by an officer of the company.

Additional information concerning the SOS VDA program and requirements can be found on the

Department of State SOS VDA website at: vda.delaware.gov. This information will be helpful to your organization throughout the SOS VDA Process.

Please provide some dates and times when it would be convenient to meet via conference call.

Sincerely,