

[Law Firm Name]
[Address]
[City, State, Zip Code]

[Date]

[Unrepresented Party Name]
[Address]
[City, State, Zip Code]

RE: Notice of Non-Representation and Conflict of Interest Waiver

Dear [Unrepresented Party Name],

This letter confirms that [Law Firm Name] represents [Client Name] in connection with [Description of Matter/Transaction].

We understand that you are not represented by legal counsel in this matter. We are writing to formally advise you of the following:

- 1. Non-Representation:** [Law Firm Name] represents only [Client Name]. We do not represent you, and no attorney-client relationship exists between you and this firm. We cannot provide you with legal advice or protect your individual interests.
- 2. Conflict of Interest:** Because we represent [Client Name], our loyalty is solely to them. In the event of a dispute between you and [Client Name], our firm will continue to represent [Client Name], even if that position is adverse to your interests.
- 3. Recommendation to Seek Counsel:** We strongly encourage you to consult with your own independent legal counsel before signing any documents or proceeding further with this matter. You should not rely on any statements made by this firm as legal advice.
- 4. No Confidentiality:** Any information you provide to us is not protected by attorney-client privilege and may be shared with our client, [Client Name].

By signing below, you acknowledge that you have read this letter, understand that [Law Firm Name] does not represent you, and waive any conflict of interest arising from our representation of [Client Name] in this matter.

Sincerely,

[Attorney Name]
[Law Firm Name]

ACKNOWLEDGMENT AND WAIVER

I, [Unrepresented Party Name], acknowledge that I have been advised that [Law Firm Name] does not represent me. I understand I have the right to seek independent counsel. I hereby waive any conflict of interest regarding [Law Firm Name]'s representation of [Client Name].

Signature: _____ Date: _____