

Subject: Important Notice Regarding Legal Representation

Dear [Name of Unrepresented Partner],

This letter is to formally confirm that [Your Law Firm Name] has been retained by [Name of Partner/Entity being represented] solely in connection with the drafting and negotiation of the business agreement for [Company Name].

We are writing to clarify that we do not represent you in this matter. While we may have communicated with you regarding the terms of the agreement, our professional relationship and duties are exclusively to [Name of Client].

Because we do not represent your interests, we strongly recommend that you seek independent legal counsel to review the agreement and advise you on your rights and obligations before signing. We cannot provide you with legal advice or protect your individual interests in this transaction.

Please acknowledge that you have received this letter and understand that we are not acting as your legal representative by signing and returning a copy to us.

Sincerely,

[Your Name/Law Firm Name]

**Acknowledgment:**

I confirm that I have read this letter and understand that [Your Law Firm Name] does not represent me in this matter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_