

[Attorney Name]  
[Law Firm Name]  
[Address]  
[City, State, Zip Code]  
[Email]  
[Phone Number]

[Date]

[Co-Defendant Name]  
[Co-Defendant Address]  
[City, State, Zip Code]

Re: Notice of Non-Representation regarding [Case Name / Case Number]

Dear [Co-Defendant Name],

This letter confirms that I have been retained to represent [Client Name] in the legal proceeding mentioned above. I am writing to formally notify you that I do not represent you in this matter, nor does my firm.

Please be advised of the following:

- **No Attorney-Client Relationship:** Our communication does not create an attorney-client relationship. I am exclusively the advocate for [Client Name].
- **Conflict of Interest:** My primary duty is to my client. If your interests and my client's interests conflict, I must act in the best interest of my client.
- **Legal Advice:** I cannot provide you with legal advice regarding this case. Anything you say to me is not protected by attorney-client privilege.
- **Recommendation for Counsel:** Because this is a legal proceeding with potential consequences, I strongly urge you to retain your own independent legal counsel immediately to protect your rights and interests.

Please acknowledge receipt of this letter by signing below and returning a copy to my office.

Sincerely,

[Signature]

[Attorney Name]

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**Acknowledgment:**

I, [Co-Defendant Name], acknowledge that I have received this letter and understand that [Attorney Name] does not represent me in this legal matter.

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