

[Date]

[Unrepresented Party Name]

[Address]

[City, State, Zip Code]

Re: Disclosure of Non-Representation and Potential Conflict of Interest

Dear [Name],

I am writing to formally confirm that I represent [Client Name] in connection with [Description of Matter/Transaction].

In accordance with the Rules of Professional Conduct, I am providing you with the following disclosures:

- **I do not represent you:** I am the attorney for [Client Name] only. I do not represent your interests in this matter.
- **No Attorney-Client Relationship:** Our communications do not create an attorney-client relationship. No information you provide to me will be kept confidential from my client.
- **Potential Conflict:** My client's interests are [adverse/different] to yours. Because I represent [Client Name], I cannot provide you with legal advice or protect your individual interests.
- **Recommendation to Seek Counsel:** I strongly encourage you to consult with an independent lawyer of your own choosing before signing any documents or proceeding further.

By signing below, you acknowledge that you have read this letter, understand that I do not represent you, and have been advised to seek independent legal counsel.

Sincerely,

[Your Name]

[Your Law Firm]

Acknowledgment

I acknowledge that I am not represented by [Your Name/Law Firm] in this matter and have been advised to seek my own legal counsel.

Signature: _____ Date: _____

[Printed Name of Unrepresented Party]