

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Subject: Recommendation to Retain Independent Legal Counsel

Dear [Recipient Name],

This letter is regarding the ongoing matter of [Briefly state matter, e.g., the proposed contract / the pending settlement / the business restructuring].

I am writing to formally advise you to seek and retain independent legal counsel to represent your interests in this matter. While we have been in discussions regarding the terms and conditions, it is important that you have your own legal representative to provide you with professional advice, review all documentation, and ensure your rights are fully protected.

Please note that I represent [Your Name or Company Name], and I cannot provide you with legal advice or act as your lawyer. There may be potential or actual conflicts of interest, and independent counsel is necessary to ensure you receive impartial guidance.

We recommend that you consult with an attorney of your choosing before signing any documents or proceeding further with this transaction.

Please acknowledge receipt of this letter and confirm whether you intend to retain counsel by [Insert Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]