

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: Notice of Non-Engagement regarding [Loan/Transaction Name or Reference Number]

Dear [Recipient Name],

Thank you for contacting [Law Firm/Company Name] regarding the commercial loan transaction involving [Borrower Name].

This letter confirms that [Law Firm/Company Name] will not be representing you in your capacity as a guarantor, nor in any other capacity, in connection with this transaction. Our firm has been retained solely to represent [Client Name].

Please be advised of the following:

- **No Attorney-Client Relationship:** No attorney-client relationship has been formed between you and this firm.
- **Legal Advice:** We have not provided you with legal advice, and we cannot do so. We recommend that you consult with independent legal counsel of your choosing to review the guarantee and any related loan documents.
- **Deadlines:** Be aware that there may be important legal deadlines or expiration dates associated with this transaction. We will not be monitoring these for you.
- **Confidentiality:** Any information you have shared with us is not protected by attorney-client privilege.

We are returning herewith any original documents you may have provided to us.

Sincerely,

[Your Name/Signature]

[Your Title]

[Law Firm/Company Name]

Acknowledgment

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

[Recipient Signature] / [Date]