

[Your Company Name/Your Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Lender Name]

[Contact Person Name]

[Lender Address]

[City, State, Zip Code]

RE: Notice of Non-Engagement - [Property Address or Transaction Reference]

Dear [Contact Person Name],

Thank you for the opportunity to review the proposed financing terms and mortgage documentation regarding the aforementioned property/transaction.

Following a thorough review of the proposal, I am writing to formally notify you that we will not be moving forward with your institution for this financing requirement at this time.

Consequently, no formal engagement or contractual relationship has been established between our parties.

Please note that this decision does not reflect upon the standing of your institution. We will keep your contact information on file should our financing needs change or should future opportunities arise that better align with your current lending criteria.

We request that you cease any further processing of this application and ensure that any sensitive documentation or personal data provided during the preliminary review phase is handled or disposed of in accordance with your data privacy policies.

Thank you for your time and professional courtesy.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Capacity]