

NON-REPRESENTATION AND NON-ENGAGEMENT LETTER

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

City, State, Zip: [Insert City, State, Zip]

Property Address: [Insert Property Address]

Dear [Insert Recipient Name],

This letter is to formally confirm that [Insert Brokerage Name] and its agents do not represent you in connection with the real estate transaction involving the property mentioned above.

Please be advised of the following:

- **No Brokerage Relationship:** We are not acting as your agent, representative, or fiduciary. No attorney-client or broker-client relationship is being formed.
- **Confidentiality:** Because we do not represent you, any information you provide to us may not be kept confidential and may be disclosed to our actual clients.
- **Negotiations:** We are acting exclusively on behalf of [Insert Name of Party Represented, e.g., the Seller or the Buyer]. Our loyalty and duties lie solely with them.
- **Professional Advice:** We recommend that you seek independent legal, tax, and real estate counsel to protect your interests in this matter.

By signing below, you acknowledge that you have read this letter and understand that [Insert Brokerage Name] does not represent you in this transaction.

Sincerely,

[Insert Agent Name]

[Insert Brokerage Name]

ACKNOWLEDGMENT OF RECEIPT:

Signature: _____ Date: _____

Printed Name: [Insert Recipient Name]