

[Sender's Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Date]

[Unrepresented Counterparty Name]
[Address]
[City, State, Zip Code]

Re: Notice of Non-Engagement Regarding [Property Address/Lease Agreement]

Dear [Counterparty Name],

This letter is to confirm that [Sender's Name/Law Firm Name] represents only the interests of [Landlord Name] in connection with the commercial lease negotiations and legal matters pertaining to the property located at [Property Address].

Please be advised that we do not represent you, and no attorney-client relationship exists or will be created between you and this firm. Our communications with you are not confidential and are not protected by attorney-client privilege.

Because we represent only the Landlord, we cannot provide you with legal advice. The interests of the Landlord may be adverse to your own. We strongly recommend that you retain independent legal counsel to review all documents and represent your interests before signing any agreements or proceeding further.

Any documents provided to you by this firm are for your review and consideration only. Your failure to obtain legal advice is at your own risk.

Please acknowledge receipt of this letter by signing below and returning a copy to our office.

Sincerely,

[Sender Signature]
[Sender Printed Name]

Acknowledgment:

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

Signature: _____
Date: _____