

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: Notice of Non-Engagement regarding [Property Address or Transaction File Number]

Dear [Recipient Name],

Thank you for contacting [Your Company Name] regarding the potential real estate transaction referenced above.

This letter is to formally confirm that [Your Company Name] has not been retained, and will not be acting, as the title insurance company or escrow agent for this transaction. We have not performed a title search, issued a title commitment, or accepted any funds or documents to be held in escrow.

Please be advised that no attorney-client or fiduciary relationship has been established between our company and any parties involved in this matter. We recommend that you seek alternative representation or title services immediately to ensure that any relevant deadlines or legal requirements are met.

We are returning any original documents you may have provided to us herewith. We will take no further action regarding this file.

Sincerely,

[Your Name/Authorized Signature]

[Your Job Title]

[Your Company Name]

cc: [Name of Other Relevant Parties, if any]