**TEMPLATE LETTER OF NON-ENGAGEMENT**

[FIRM NAME]

[ADDRESS]

[ADDRESS]

[ADDRESS]

[POSTCODE]

[DATE]

[NAME]

[ADDRESS]

[ADDRESS]

[ADDRESS]

[POSTCODE]

Dear [NAME]

**[SUBJECT MATTER]**

**Letter of Non-Engagement**

We refer to the [proposed purchase of [ADDRESS OF PROPERTY] **OR** proposed Shareholders Agreement for [COMPANY NAME] **OR** proposed acquisition of [an interest in] [COMPANY NAME] **OR** dispute over communal repairs to the tenement building at [ADDRESS]][ in relation to which we are instructed by [CLIENT NAME]].

[We understand that you are [contributing a sum of money to the purchase price **OR** a shareholder/director of [COMPANY NAME] **OR** a party with an interest in the acquisition **OR** a resident in the said tenement building]].

[This letter is to advise that we [are instructed by and act for our client[s] [and their mortgage lender] only, and not for you **OR** do not act for you in relation to this matter.] It is important you understand that we cannot and will not be advising you on this matter, due to our regulatory obligations as members of the Law Society of Scotland.

If you have any queries regarding this letter or what to do next, you should seek independent legal advice. You may find it helpful to consult the Law Society of Scotland’s Find a Solicitor service: [www.lawscot.org.uk/find-a-solicitor](http://www.lawscot.org.uk/find-a-solicitor/).

Yours faithfully

[SIGNATORY]