

ACKNOWLEDGEMENT REGARDING LEGAL ADVICE

To [client name(s)]

*Please ensure it is delivered to all clients, not just the one you “normally” speak with.*

Date: [date]

Regarding: Legal advice pertaining to [Purchase, Sale, Refinance]

FACTS

*SET OUT THE FACTS AS CLEARLY AS YOU CAN. SPEAK ENGLISH. DO NOT SOUND LIKE A LAWYER*

ADVICE

I have given you the following advice:

*SET OUT THE ADVICE*

REFUSAL TO ACCEPT ADVICE GIVEN

I Confirm that notwithstanding my advice to you, you have instructed me to proceed as follows:

*SET OUT HOW YOU WILL BE PROCEEDING*

[signed]

*Of course, if they refuse to sign it, by sending it to them you have at least “papered” the events prior to proceeding.*

\*This presumes it is simply too late to withdraw and that doing so would prejudice your client