

# Request for Non-Filing Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a confirmation of non-filing for the matter concerning [brief description of the legal matter, e.g., "the proposed business partnership agreement between XYZ Corp and ABC LLC"]. As I intend to proceed with [briefly state your intended actions, e.g., "the next steps"], it is essential for me to receive this confirmation for my records and to ensure compliance with legal requirements.

Please let me know if there are specific forms or additional information needed to process this request. I appreciate your prompt attention to this matter and look forward to your reply.

Thank you for your assistance.

Sincerely,

[Your Name]