

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice and Waiver of Conflict of Interest

Dear [Client Name],

This letter is to formally disclose a potential conflict of interest regarding our representation of [Firm Name] in the matter of [Description of Matter/Project].

Specifically, we wish to inform you that our firm also represents [Other Party Name] in matters related to [Description of Relationship/Other Matter]. While these matters may be separate, we recognize that a conflict of interest may arise or be perceived because [Reason for Potential Conflict].

We have carefully reviewed this situation and believe that we can represent both parties competently and diligently without any adverse effect on our professional judgment or the quality of our services. To protect your interests, we have implemented the following safeguards: [List Safeguards, e.g., Ethical Walls, Separate Teams].

By signing this letter, you acknowledge that:

- You have been informed of the nature of the conflict.
- You have had the opportunity to consult with independent legal counsel.
- You voluntarily waive any claims regarding this specific conflict of interest.
- You consent to our continued representation of all parties involved in this matter.

Please indicate your consent by signing and returning a copy of this letter.

Sincerely,

[Your Name]

[Your Title]

[Firm Name]

CONSENT AND WAIVER:

I, [Client Name], have read and understood the disclosure above and hereby waive the conflict of interest described.

Signature: _____ Date: _____