

**Date:** [Insert Date]

**To:** [Client Name/Company Name]

**Address:** [Client Address]

**Subject: Conflict of Interest Disclosure and Waiver Request**

Dear [Name of Client Contact],

The purpose of this letter is to disclose a potential conflict of interest regarding our representation of [Client Name] in the matter of [Description of Matter/Project].

**Disclosure of Conflict:**

Please be advised that [Firm/Individual Name] currently represents [Other Party Name] in matters related to [Brief Description of Other Matter]. Because [Briefly explain the nature of the overlap or conflict], this situation may present a potential conflict of interest under applicable professional standards.

**Internal Safeguards:**

To ensure that your interests remain protected, we have implemented the following measures:

- [Measure 1: e.g., Ethical wall/Information barrier]
- [Measure 2: e.g., Different teams assigned to each client]
- [Measure 3: e.g., Restricted access to digital and physical files]

**Request for Waiver:**

We believe that we can represent both parties competently and diligently without compromising our professional judgment or your confidential information. We kindly request that you waive any conflict of interest arising from this situation.

By signing below, you acknowledge that you have been informed of the nature of the conflict and agree to waive any claims regarding this specific conflict of interest.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Firm Name]

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**Acknowledgement and Consent**

I, [Name of Authorized Representative], acting on behalf of [Client Name], have read the above disclosure and hereby consent to the representation and waive the potential conflict of interest described herein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_