

**[Law Firm Name]**  
[Address]  
[City, State, Zip Code]

**[Date]**

**[Shareholder Name]**  
[Address]  
[City, State, Zip Code]

**Re: Disclosure and Waiver of Conflict of Interest regarding [Project/Matter Name]**

Dear [Shareholder Name],

This letter is to formally disclose that [Law Firm Name] has been asked to represent [Corporation Name] in connection with [Description of Matter].

We are writing to you because you are a shareholder of [Corporation Name]. As we currently represent [or have represented] you in [Description of other matter], a potential conflict of interest may arise under the Rules of Professional Conduct. Specifically, our duties to the corporation may at times differ from your individual interests as a shareholder.

We have evaluated this situation and believe that we can represent both the corporation and your interests competently and diligently, provided that all parties give their informed consent. Our representation of the corporation will be limited to [Scope of work], and we will not use any confidential information obtained from you to your disadvantage.

By signing this letter, you acknowledge the following:

- You have been informed of the potential conflicts of interest.
- You have had the opportunity to consult with independent legal counsel regarding this waiver.
- You waive any conflict of interest arising from our simultaneous representation of you and [Corporation Name] in this specific matter.

Please note that this waiver does not apply to any future or unrelated legal disputes between you and the corporation.

If you agree to this waiver, please sign and return the enclosed copy of this letter.

Sincerely,

[Attorney Name]  
[Law Firm Name]

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**CONSENT AND WAIVER**

I, [Shareholder Name], have read the above disclosure and voluntarily consent to the representation as described. I hereby waive any conflict of interest related to this matter.

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

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