

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Disclosure of Conflict of Interest and Referral for Legal Services

Dear [Client Name],

Thank you for contacting [Law Firm Name] regarding [Brief Description of Legal Matter]. We appreciate the opportunity to be of service.

In accordance with our professional ethical obligations, we have conducted a conflict of interest check. This search has revealed that our firm currently represents [Name of Other Party] in an unrelated matter. Because [Name of Other Party] is an adverse party in your current matter, representing you would create a conflict of interest.

To ensure your interests are protected by independent counsel, we must decline representing you in this specific case. We recommend that you contact another qualified attorney to assist you. To facilitate this transition, we suggest contacting:

[Recommended Attorney/Firm Name]
[Phone Number]
[Website/Email]

Alternatively, you may contact the [State/Local] Bar Association's Lawyer Referral Service at [Phone Number].

Please be aware that legal claims are often subject to strict deadlines known as statutes of limitations. If you do not file a formal claim within the required time period, you may lose your right to pursue legal action. We encourage you to seek new counsel immediately to ensure these deadlines are met.

We have not retained any original documents provided by you, and no attorney-client relationship has been formed regarding this matter. We will maintain the confidentiality of any information you have shared with us thus far.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Law Firm Name]