

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Unwaivable Conflict of Interest and Referral to New Counsel

Dear [Client Name],

I am writing to formally notify you regarding a legal conflict of interest that has arisen in our representation of you in the matter of [Case Name/Matter Description].

Under the Rules of Professional Conduct, a conflict of interest exists because [briefly state the nature of the conflict, e.g., our firm now represents a party with interests directly adverse to yours / a member of our firm has been called as a witness]. Upon internal review, we have determined that this conflict is "unwaivable." This means that even with your consent, ethical rules prohibit our firm from continuing to represent you in this matter.

Consequently, we must withdraw as your legal counsel effective [Date]. To ensure your interests remain protected, we recommend that you retain new counsel immediately. We have identified the following firm/attorney who is available to discuss taking over your file:

[Name of Referred Attorney/Firm]

[Phone Number]

[Email/Address]

Please note that you are under no obligation to use the referred attorney and may choose any counsel of your preference. With your written authorization, we will transfer your complete case file to your new attorney to ensure a smooth transition and to meet all upcoming deadlines, specifically the deadline of [Date of next hearing or filing].

We will cooperate fully with your new counsel during this transition. Please contact us by [Date] to confirm how you wish to proceed with your file.

Sincerely,

[Your Name]

[Law Firm Name]