

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Conflict of Interest and Referral of Legal Matter

Dear [Client Name],

Thank you for contacting [Current Law Firm Name] regarding [Description of New Matter/Case]. We value our relationship with [Company Name] and appreciate the opportunity to be considered for this representation.

As part of our standard intake process, we have conducted a comprehensive conflict of interest check. Based on our records, we have determined that a conflict of interest exists because our firm currently represents [Name of Adverse Party] in matters that are directly adverse to the interests of [Company Name] in this specific instance.

Under the professional rules of conduct, we are unable to accept this representation. To ensure your legal interests are protected without delay, we recommend that you seek alternative legal counsel.

We have identified the following firm(s) that may be able to assist you with this matter:

[Referral Firm Name]

[Contact Person]

[Phone Number/Email]

Please note that we have not shared any confidential information regarding your inquiry with the firm(s) listed above. You will need to contact them directly to initiate a formal engagement.

We regret that we cannot assist you with this particular matter, but we look forward to continuing our representation of [Company Name] in other ongoing and future projects where no such conflict exists.

Sincerely,

[Your Name]

[Your Title]

[Current Law Firm Name]