

[Date]

[Potential Client Name]

[Address Line 1]

[Address Line 2]

RE: Conflict of Interest - Legal Representation

Dear [Potential Client Name],

Thank you for contacting [Law Firm Name] regarding representation in your family law matter. We appreciate you seeking our legal services.

After reviewing our records and the information provided during your intake, we have determined that a conflict of interest exists. Specifically, our firm [has previously represented / currently represents] the other party involved in this matter, or has another professional relationship that prevents us from representing you.

Professional ethical standards for attorneys prohibit us from representing parties where such a conflict exists. Therefore, we are unable to accept your case or provide you with legal advice.

Because your matter may be subject to strict legal deadlines and statutes of limitation, we strongly recommend that you consult with another attorney immediately to protect your legal rights. You may wish to contact:

- The [State/Local] Bar Association Lawyer Referral Service
- [Name of Specific Referral if applicable]
- [Name of Specific Referral if applicable]

Please note that we have not retained any original documents you may have provided, and we have not performed any substantive legal work on your behalf. No attorney-client relationship has been formed.

We wish you the best in resolving this matter.

Sincerely,

[Attorney Name]

[Law Firm Name]