

[Date]

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

Re: Notice of Potential Conflict of Interest and Waiver Request regarding [Name of Estate or Trust]

Dear [Beneficiary Name],

I am writing to you in my capacity as the [Executor/Trustee] of the [Name of Estate or Trust].

The purpose of this letter is to disclose a potential conflict of interest. As the fiduciary, I have a legal duty to act in the best interests of all beneficiaries. However, a situation has arisen where my personal interests may conflict with those duties. Specifically: [Insert detailed description of the conflict, e.g., the purchase of an estate asset by the fiduciary or a business transaction between the trust and the fiduciary's company].

Despite this potential conflict, I believe that proceeding with this action is in the best interest of the [Estate/Trust] because: [Insert justification].

By signing this letter, you acknowledge the following:

- You have been informed of the nature of the conflict of interest.
- You have had the opportunity to seek independent legal counsel regarding this matter.
- You voluntarily waive any claims against me arising solely from this disclosed conflict.
- You consent to the [Executor/Trustee] proceeding with the transaction described above.

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

Sincerely,

[Signature of Executor/Trustee]
[Printed Name of Executor/Trustee]

ACKNOWLEDGMENT AND WAIVER

I, [Beneficiary Name], have read the above disclosure. I understand the potential conflict of interest and hereby waive any objection to it and consent to the action described above.

Signature: _____ Date: _____