

[Date]

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

RE: Conflict of Interest Disclosure and Waiver Regarding [Name of Estate/Trust]

Dear [Beneficiary Name],

This letter is to formally advise you that I, [Fiduciary Name], am currently serving as the [Executor/Trustee/Personal Representative] of the [Name of Estate/Trust].

I am writing to disclose a potential or actual conflict of interest. Specifically, **[Describe the nature of the conflict, e.g., I am also a beneficiary of this estate; I am an officer of a company the estate is transacting with; I am a debtor/creditor to the estate].**

As a fiduciary, I have a duty of loyalty to act in the best interests of all beneficiaries. However, because of the circumstances described above, my personal interests may overlap or conflict with my duties to the estate and its beneficiaries.

By signing this letter, you acknowledge the following:

- You have been informed of the nature and details of the conflict of interest.
- You understand that you have the right to seek independent legal counsel regarding this matter.
- You waive any claims against me arising solely from this disclosed conflict.
- You consent to my continued service as [Executor/Trustee] despite this conflict.

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

Sincerely,

[Fiduciary Name]

ACKNOWLEDGMENT AND WAIVER

I, [Beneficiary Name], hereby acknowledge that I have read and understood the disclosures made in this letter. I voluntarily waive any conflict of interest described herein and consent to [Fiduciary Name] acting in their capacity as [Executor/Trustee].

[Beneficiary Signature]

[Date]