

Date: [Insert Date]

To:

[Party A Name]

[Party B Name]

Re: Notice of Potential Conflict of Interest and Informed Consent Waiver

Dear [Party A] and [Party B],

This letter confirms that you have requested my services as a neutral third-party mediator regarding [Brief Description of Dispute].

Disclosure of Potential Conflict:

I am writing to formally disclose the following relationship(s) or circumstance(s) that may be perceived as a potential conflict of interest:

[Describe the conflict, e.g., prior legal representation of Party A, professional relationship with Party B's counsel, etc.]

Statement of Impartiality:

Despite the aforementioned disclosure, I have carefully reviewed the situation and believe that I am able to remain neutral, objective, and impartial throughout this mediation process. I do not believe these circumstances will prejudice my ability to assist both parties fairly.

Waiver and Consent:

By signing below, each party acknowledges that they:

- Have been fully informed of the nature of the potential conflict.
- Have had the opportunity to consult with independent legal counsel regarding this waiver.
- Voluntarily waive any objection to my appointment as mediator based on this specific disclosure.
- Consent to proceed with the mediation under these terms.

Please sign and return a copy of this letter to indicate your agreement.

Sincerely,

[Mediator Signature]

[Mediator Printed Name]

AGREED AND ACCEPTED:

[Party A Name / Representative]
Date:

[Party B Name / Representative]
Date: