

[Law Firm Letterhead]

[Date]

[Client Name]  
[Client Address]  
[City, State, Zip]

**Re: Conflict of Interest Waiver - Prior Representation of [Other Party Name]**

Dear [Client Name],

This letter is to formally request your consent regarding a potential conflict of interest. [Law Firm Name] has been asked to represent you in connection with [Description of Transaction/Dispute, e.g., the lease negotiation at 123 Main St] involving [Other Party Name].

As we have discussed, our firm previously represented [Other Party Name] in [Description of Prior Matter]. While our representation of [Other Party Name] has concluded, professional ethics rules require us to disclose this prior relationship and obtain your written consent to represent you in this new matter.

We have reviewed our files and determined that we did not receive any confidential information during our prior representation of [Other Party Name] that would be relevant to our representation of you in this current matter. Furthermore, we will implement an internal screen to ensure that the attorneys working on your file do not have access to any closed files related to the prior client.

By signing this letter, you acknowledge that:

- You have been informed of our prior relationship with [Other Party Name].
- You understand the potential risks and advantages of our representation.
- You waive any conflict of interest arising from this prior representation.
- You consent to [Law Firm Name] representing you in this matter.

Please sign and return the enclosed copy of this letter to indicate your consent.

Sincerely,

[Attorney Name]  
[Law Firm Name]

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**CONSENT AND WAIVER**

The undersigned hereby acknowledges and consents to the terms set forth above and waives any conflict of interest regarding [Law Firm Name]'s prior representation of [Other Party Name].

Signature: \_\_\_\_\_

Name: [Client Representative Name]

Date: \_\_\_\_\_