

[Date]

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

Re: Conflict of Interest Waiver - [Matter Name/Description]

Dear [Client Name],

As you are aware, [Law Firm Name] (the "Firm") currently represents [Client A] in connection with [Description of Matter A]. We also represent [Client B] in connection with [Description of Matter B].

We are writing to inform you that [Client B] has requested that the Firm represent them in a new matter involving [Brief Description of Unrelated Matter]. This new matter is entirely unrelated to our representation of you. However, because we represent both parties, ethical rules require us to disclose this potential conflict and obtain your informed written consent.

We have evaluated this situation and believe that we can represent both parties competently and diligently because:

- The matters are factually and legally unrelated.
- No confidential information from one client will be used to the detriment of the other.
- Different attorneys within the Firm will handle each respective matter.

Despite these safeguards, a conflict could result in a limitation on our ability to represent you vigorously or could lead to the Firm's withdrawal from one or both matters if an actual dispute arises between the parties.

By signing this letter, you confirm that you have been informed of the potential conflict, have had the opportunity to consult with independent counsel, and waive any conflict of interest arising from the Firm's concurrent representation of [Client A] and [Client B] in these unrelated matters.

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

Sincerely,

[Attorney Name]
[Law Firm Name]

CONSENT AND WAIVER

I, [Authorized Signatory Name], on behalf of [Client Name], have read the foregoing and hereby waive the described conflict of interest.

Signature: _____

Date: _____