

[Date]

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

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

Dear [Client Name],

This letter is to request your informed consent regarding a potential conflict of interest. As you are aware, [Law Firm Name] currently represents you in [Description of Current Matter].

We have been asked to represent [Adverse Party Name] in a separate legal matter involving [Description of Unrelated Matter]. This new matter is litigation where [Adverse Party Name] is a defendant. Because we currently represent you in an ongoing matter, our representation of [Adverse Party Name] creates a "concurrent client" conflict of interest under the Rules of Professional Conduct.

We have carefully reviewed this situation and have determined the following:

- The matter we wish to handle for [Adverse Party Name] is completely unrelated to our representation of you.
- We do not possess any confidential information from our work with you that would be relevant or detrimental to your interests in this new matter.
- We believe we can provide competent and diligent representation to both you and [Adverse Party Name] without any impairment to our professional judgment.

To protect your interests, we will implement an "ethical wall" to ensure that the attorneys and staff working on your files do not share information with the attorneys and staff working on the [Adverse Party Name] matter.

By signing this letter, you waive any conflict of interest arising from our representation of [Adverse Party Name] in this unrelated litigation. You have the right to consult with independent legal counsel before signing this waiver.

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

Sincerely,

[Attorney Name]
[Law Firm Name]

CONSENT AND WAIVER

I, [Client Name], have read the above letter and understand the potential conflict of interest. I hereby provide my informed consent to [Law Firm Name]'s representation of [Adverse Party Name] in the unrelated matter described above.

Signature: _____ Date: _____