

[Date]

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

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

Dear [Former Client Name],

As you know, [Law Firm Name] previously represented you in connection with [Description of Former Representation]. This representation concluded on [Date].

We have been asked to represent [Current Client Name] in a matter involving [Description of New Matter/Dispute]. This new matter is directly adverse to your interests because [Briefly explain the nature of the adversity, e.g., we are representing a party suing you].

Because the current matter is substantially related to the work we previously performed for you, a potential conflict of interest exists under the Rules of Professional Conduct. Specifically, there is a risk that confidential information obtained during our prior representation of you could be relevant to the current matter.

We are writing to request your informed consent to represent [Current Client Name] despite this conflict. To protect your interests, we will implement the following safeguards:

- An ethical screen will be established to ensure that no attorneys or staff working on the current matter have access to your confidential files.
- No confidential information obtained from you will be shared with [Current Client Name] or the legal team handling their matter.

You are under no obligation to sign this waiver and have the right to consult with independent legal counsel before doing so. By signing below, you acknowledge that you understand the nature of the conflict and the risks involved, and you voluntarily waive the conflict of interest.

Sincerely,

[Attorney Name]
[Law Firm Name]

CONSENT AND WAIVER

I, [Former Client Name], have read the above letter and understand the potential conflict of interest. I hereby provide my informed consent for [Law Firm Name] to represent [Current Client Name] in the matter described above.

Signed: _____ Date: _____