

[Date]

[Former Client Name]

[Address]

[City, State, Zip]

RE: Notice of Ethical Screen and Request for Conflict of Interest Waiver

Dear [Former Client Name],

As you are aware, [Law Firm Name] previously represented you in connection with [Description of Former Matter]. This matter has concluded, but we continue to owe you duties of confidentiality and loyalty regarding that representation.

Our firm has been asked to represent [Current Client Name] in a new matter involving [Description of New Matter]. We have determined that this new matter is substantially related to our prior representation of you because [Briefly explain relationship without disclosing secrets].

To protect your interests and maintain the confidentiality of your information, we have implemented an "Ethical Screen." This ensures that:

- The attorneys and staff who worked on your matter will have no involvement in the new matter.
- Those working on the new matter will have no access to your confidential files or data.
- No fees from the new matter will be apportioned to the attorneys who worked on your matter.

Under the Rules of Professional Conduct, we require your informed written consent to proceed with the representation of [Current Client Name] despite this conflict. By signing this letter, you acknowledge the risks of this waiver, including the fact that we are representing a party whose interests may be adverse to yours in this specific context.

You have the right to consult with independent counsel before signing this waiver. If you agree to waive this conflict and consent to our representation of [Current Client Name] subject to the ethical screen described above, please sign and return this letter.

Sincerely,

[Attorney Name]

[Law Firm Name]

CONSENT AND WAIVER

I, [Former Client Name], have read the above notice and understand the nature of the conflict. I hereby consent to the representation of [Current Client Name] by [Law Firm Name] and waive any conflict of interest arising from the firm's prior representation of me.

Signature: _____ Date: _____