

[Date]

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

Re: Notice of Potential Conflict of Interest and Request for Waiver

Dear [Former Client Name],

Our law firm, [Law Firm Name], previously represented you in connection with [Description of Former Matter] (the "Former Matter"). This representation concluded on or about [Date].

We have now been asked to represent [Prospective Client Name] (the "New Client") in connection with [Description of New Matter] (the "New Matter"). We have determined that the New Matter is substantially related to the Former Matter because [briefly describe the factual or legal connection, ensuring no privileged information is disclosed].

Under the Rules of Professional Conduct, a lawyer who has formerly represented a client in a matter shall not thereafter represent another person in the same or a substantially related matter in which that person's interests are materially adverse to the interests of the former client unless the former client gives informed consent, confirmed in writing.

We do not believe that our previous representation of you will adversely affect our ability to represent the New Client, nor do we believe that our representation of the New Client will involve the use of any confidential information we obtained from you during the Former Matter. To protect your interests, we have implemented the following safeguards: [List safeguards, e.g., ethical walls/screening].

Despite these safeguards, a conflict of interest may exist or arise. By signing this letter, you acknowledge the potential conflict and waive any claim of conflict of interest arising from our representation of the New Client in the New Matter.

You have the right to consult with independent counsel before signing this waiver. If you agree to waive this conflict, please sign and return the enclosed copy of this letter.

Sincerely,

[Attorney Name]
[Law Firm Name]

CONSENT AND WAIVER

I, [Former Client Name], have read the foregoing letter and understand the potential conflict of interest described. I hereby consent to [Law Firm Name] representing [Prospective Client Name] in the New Matter and waive any conflict of interest related thereto.

Signature: _____

Date: _____