

[Date]

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

Re: Informed Consent and 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]. That matter concluded on or about [Date].

We have been asked to represent [Current Client Name] in a new matter involving [Description of New Matter]. Although this new matter is not related to the legal services we provided to you, we are requesting your formal consent to this representation because [Current Client Name] is [describe relationship, e.g., an adverse party in a transaction/litigation].

Under professional conduct rules, we must ensure that our representation of a new client does not involve the use of any confidential information we obtained during our previous representation of you. We have reviewed our files and determined that the matters are unrelated, and your confidential information will remain protected and will not be disclosed to [Current Client Name].

We do not believe this new representation will adversely affect our relationship with you or any interests you may have. However, we cannot proceed without your written informed consent.

By signing below, you confirm that:

- You have been informed of the nature of the conflict;
- You have had the opportunity to consult with independent counsel regarding this waiver;
- You waive any conflict of interest arising from our representation of [Current Client Name] in this specific matter.

If you agree to this waiver, please sign and return a copy of this letter.

Sincerely,

[Attorney Name]
[Law Firm Name]

Acknowledgment and Consent

I, [Former Client Name], have read the above and hereby provide my informed consent to the representation of [Current Client Name] by [Law Firm Name] in the matter described above.

Signature: _____

Date: _____