

[Date]

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

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

Dear [Name of Former Client Contact],

As you are aware, [Law Firm Name] previously represented [Former Client Name] in connection with [Description of Former Representation]. That matter is now concluded.

We have been asked to represent [Prospective Client Name] in a commercial litigation matter against [Adverse Party Name, which may be the Former Client or an affiliate]. This new matter involves [Brief Description of New Dispute].

Although our prior representation of you has ended, professional ethics rules require us to obtain your informed consent if a new matter is materially adverse to a former client and relates to the same or a substantially related subject matter. While we believe this new litigation is unrelated to the work we performed for you, we are seeking this waiver to ensure full transparency.

We wish to confirm that:

- We will not use any confidential information obtained from our prior representation of you to your disadvantage in this new matter.
- The attorneys who worked on your previous files will be screened from this new matter if necessary.
- You have the right to consult with independent legal counsel before signing this waiver.

By signing below, you confirm that [Former Client Name] waives any conflict of interest arising from our representation of [Prospective Client Name] in this specific litigation.

Sincerely,

[Attorney Name]
[Law Firm Name]

AGREED AND ACCEPTED:

On behalf of [Former Client Name]:

Signature: _____

Name: [Print Name]

Title: [Title]

Date: [Date]