

[Date]

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

Re: Notice and Request for Waiver of Conflict of Interest regarding [New Matter Name/Description]

Dear [Former Client Name],

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

We have been asked to represent [Current Client Name] in a new matter involving [Brief Description of New Matter]. This new matter is not related to the work we performed for you. However, because [Current Client Name] is [adverse to/involved in a transaction with] you, our ethical rules require us to obtain your informed consent to proceed with this representation.

We wish to confirm that we will not use any confidential information obtained during our prior representation of you to your disadvantage in this new matter. We have implemented internal procedures to ensure that the attorneys working on this new matter do not have access to your confidential files.

Your consent is voluntary. You have the right to consult with independent counsel before signing this waiver. By signing below, you acknowledge that you have been informed of the potential conflict and agree to waive any conflict of interest arising from our representation of [Current Client Name] in this specific, unrelated matter.

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

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 consent to [Law Firm Name]'s representation of [Current Client Name] in the matter described above and waive any conflict of interest related thereto.

Signature: _____

Date: _____