

[Date]

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

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

Dear [Name of Former Client Contact]:

As you are aware, [Law Firm Name] (the "Firm") previously represented [Former Client Name] in connection with [Description of Past Matter] which concluded on [Date]. We value our past relationship with you.

The Firm is currently being asked to represent [Current/New Client Name] in connection with [Description of New Matter]. This new matter is not related to the legal services we previously provided to you. We have determined that our representation of [Current/New Client Name] does not involve the use of any confidential information we obtained during our representation of [Former Client Name].

Under the Rules of Professional Conduct, we are seeking your formal consent to represent [Current/New Client Name] in this new matter and any future unrelated matters where their interests may be adverse to yours. By signing this letter, [Former Client Name] agrees to waive any conflict of interest arising from the Firm's representation of [Current/New Client Name] in matters that are substantially unrelated to the work we performed for you.

The Firm will implement an ethical screen to ensure that no confidential information relating to [Former Client Name] is shared with the attorneys working on [Current/New Client Name]'s matters.

Please indicate your consent to this waiver by signing and returning the enclosed copy of this letter.

Sincerely,

[Attorney Name]
[Law Firm Name]

CONSENT AND WAIVER

On behalf of [Former Client Name], I hereby consent to the Firm's representation of [Current/New Client Name] as described above and waive any conflict of interest associated with such representation.

Signature: _____

Name: [Name of Authorized Signatory]

Title: [Title]

Date: [Date]