

[Date]

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

Re: Conflict of Interest Waiver - Representation of [Current Client Name]

Dear [Name of Former Client Representative],

As you are aware, [Law Firm Name] previously represented [Former Client Name] in connection with [Description of Former Matter]. That matter concluded on [Date].

We have been asked to represent [Current Client Name] in connection with [Description of New Matter]. This new matter is not related to our prior work for [Former Client Name].

Under applicable professional conduct rules, we must obtain your written consent to represent a new client in a matter that may be adverse to a former client, even if the matters are unrelated. We have reviewed our files and determined that we did not receive any confidential information during our prior representation of [Former Client Name] that would be material to our representation of [Current Client Name] in this new matter.

We will continue to honor our professional obligation to maintain the confidentiality of all information we acquired during our previous representation of you. We will implement an internal ethical screen to ensure that the attorneys working on this new matter do not have access to your historical files.

By signing below, [Former Client Name] confirms that it waives any conflict of interest arising from [Law Firm Name]'s representation of [Current Client Name] in this specific matter.

Sincerely,

[Attorney Name]
[Law Firm Name]

CONSENT AND WAIVER

On behalf of [Former Client Name], I hereby consent to the representation described above and waive any conflict of interest associated with it.

Signature: _____
Name: [Name of Authorized Signer]
Title: [Title]
Date: _____