

[Date]

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

**Re: Waiver of Conflict of Interest Regarding [Name of Current Adverse 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 Unrelated Matter], which concluded on or about [Date].

We have been asked to represent [Current Client Name] in a legal proceeding against [Former Client Name] regarding [Brief Description of New Adverse Matter]. Because we have previously represented you, we are requesting your formal consent to represent [Current Client Name] in this new, unrelated matter.

We have evaluated this situation and believe our representation of [Current Client Name] will not be limited by our past relationship with you because:

- The previous matter is completely unrelated to the current proceeding;
- We do not possess any confidential information from our prior work that is relevant to this new matter; and
- The attorneys assigned to the new matter will be screened from any files or personnel involved in your prior representation.

While we believe we can represent [Current Client Name] diligently without compromising your interests, you have the right to consult with independent counsel before signing this waiver.

By signing below, you confirm that [Former Client Name] waives any conflict of interest arising from our prior representation and consents to [Law Firm Name] representing [Current Client Name] in this adverse proceeding.

Sincerely,

[Attorney Name]  
[Law Firm Name]

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**Agreed and Accepted:**

By: \_\_\_\_\_  
Name: [Name of Authorized Signer]

Title: [Title]

Date: \_\_\_\_\_