

[Date]

[Shareholder Name]
[Shareholder Address]
[City, State, Zip Code]

RE: Conflict of Interest Waiver - [Project/Transaction Name]

Dear [Shareholder Name],

This letter is to formally disclose a potential conflict of interest regarding [Law Firm/Consultancy Name] representing [Company Name] in connection with [describe the specific transaction or matter].

We wish to inform you that [Description of the Conflict, e.g., the firm also represents a majority shareholder or a competing interest in an unrelated matter]. Because you are a minority shareholder in [Company Name], we are seeking your informed consent to continue our representation despite this potential conflict.

We have determined that we can represent all parties competently and diligently. Our representation of [Company Name] will not be adversely affected by our relationship with [Other Party Name], nor will we use any confidential information obtained from you to your detriment.

By signing this letter, you acknowledge the following:

- You have been informed of the nature of the conflict.
- You have had the opportunity to consult with independent legal counsel regarding this waiver.
- You voluntarily waive any claims of conflict of interest regarding this specific matter.
- You consent to our continued representation of [Company Name].

Please sign and return a copy of this letter to indicate your agreement.

Sincerely,

[Your Name/Signature]
[Title]
[Company/Firm Name]

ACKNOWLEDGMENT AND WAIVER

I, [Shareholder Name], have read the above disclosure and hereby waive the potential conflict of interest described herein.

Signature: _____ Date: _____