

[Date]

[Recipient Name]

[Title]

[Company Name]

[Address]

RE: Disclosure of Potential Conflict of Interest and Waiver Request

Dear [Recipient Name],

This letter is to formally disclose a potential conflict of interest regarding my representation of [Company Name] in relation to [Description of Matter/Transaction].

I am writing to inform you that [Describe the nature of the conflict, e.g., representation of another client with adverse interests, personal financial interest, or prior involvement].

Under the applicable Rules of Professional Conduct, I am required to disclose this information to ensure that your interests are protected and that our professional relationship remains transparent. I have carefully evaluated this situation and believe that I can still provide competent and diligent representation to [Company Name] because [State reasons why representation is not materially affected].

By signing below, [Company Name] acknowledges that it has been informed of the details of this potential conflict and provides its informed consent for me to continue acting as counsel in this matter. You are encouraged to consult with independent legal counsel before signing this waiver if you have any concerns.

Please return a signed copy of this letter to confirm your consent.

Sincerely,

[Your Name]

[Title/Firm Name]

ACKNOWLEDGMENT AND CONSENT:

On behalf of [Company Name], I hereby acknowledge receipt of this disclosure and consent to the continued representation by [Your Name] despite the potential conflict described above.

Signature: _____

Name: [Authorized Signatory Name]

Title: [Title]

Date: [Date]