

[Date]

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

Re: Conflict of Interest Waiver Regarding Initial Consultation

Dear [Prospective Client Name],

Thank you for requesting an initial consultation with [Law Firm Name] regarding [Brief Description of Matter].

As we discussed, our firm currently represents [Current Client Name] in matters that may be related or adverse to your interests. Before we proceed with our interview, we must formalize your agreement regarding potential conflicts of interest.

By signing this letter, you agree to the following terms:

- **No Attorney-Client Relationship:** This initial interview is for evaluative purposes only and does not create an attorney-client relationship. Such a relationship will only be formed if we both sign a formal engagement agreement.
- **Use of Information:** You agree that any information you disclose during this interview will not prevent [Law Firm Name] from continuing to represent [Current Client Name] or any other current or future clients in this or any related matter.
- **Confidentiality:** While we will maintain the confidentiality of the information you share, we will not be disqualified from representing parties adverse to you simply because of this consultation.
- **Waiver:** You expressly waive any conflict of interest that might arise from this interview regarding our ongoing representation of [Current Client Name].

If you agree to these terms, please sign below and return this letter to us.

Sincerely,

[Attorney Name]
[Law Firm Name]

Acknowledgement and Waiver

I have read the above terms and agree to proceed with the interview under these conditions.

Signature: _____

Date: _____