

[Date]

[Prospective Client Name]

[Company Name]

[Address]

[City, State, Zip Code]

Subject: Conflict of Interest Regarding [Project Name/Description]

Dear [Prospective Client Name],

Thank you for the opportunity to discuss your project and for inviting our firm to pitch for [Project/Service Name]. We appreciate the time you took to share information regarding your goals and requirements.

Following our initial discussion and a thorough internal review, we have determined that a conflict of interest exists that prevents us from moving forward with this engagement. Our professional standards and internal policies require us to decline representation or participation in instances where such a conflict is identified.

Please be assured that any confidential information you shared during our preliminary discussion will remain strictly confidential and will not be disclosed to any third parties.

Since we are unable to accept this engagement, we recommend that you seek alternative counsel or representation as soon as possible to ensure your interests are protected. Our decision does not reflect a judgment on the merits of your project, but is based solely on our professional obligations.

We wish you the best of luck with your project.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]