

[Date]

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

**Re: Waiver of Potential Conflict of Interest Regarding [Project Name or Case Matter]**

Dear [Client Name],

This letter serves to inform you that [Firm/Company Name] has been asked to represent [Other Party Name] in connection with [Description of Matter].

We are writing to disclose a potential conflict of interest because [Firm/Company Name] currently represents you in [Description of Your Ongoing Matter]. Although these two matters are not directly related, our ethical obligations require us to obtain your informed consent to proceed with both representations.

We have carefully reviewed this situation and believe that we can represent both parties competently and diligently without adversely affecting our relationship with you. We will implement internal protocols to ensure that confidential information related to your representation is protected and not shared with the team working on the other matter.

By signing this letter, you acknowledge that:

- You have been informed of the nature of the potential conflict.
- You have had the opportunity to consult with independent legal counsel regarding this waiver.
- You voluntarily waive any conflict of interest arising from our representation of both you and [Other Party Name].

If you agree to this waiver, please sign and return a copy of this letter.

Sincerely,

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

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**Acknowledgement and Consent**

I, [Client Name], have read the above disclosure and hereby waive any potential conflict of interest as described.

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