

[Date]

[Former Client Name]

[Former Client Address]

[City, State, Zip Code]

Re: Notice of Conflict of Interest and Disengagement

Dear [Former Client Name],

Thank you for contacting [Firm Name] regarding [Description of New Potential Matter].

As part of our standard intake process, we have performed a formal conflict of interest check. Based on our records and our prior representation of you in [Previous Matter Name/Description], we have identified a conflict of interest that prevents us from accepting this new representation.

Professional ethical standards prevent us from representing a party whose interests may be adverse to a former client or where our prior work for you may limit our ability to represent another party effectively. Because of this conflict, we must formally decline to represent you in this specific matter.

Please be aware that our decision not to represent you should not be viewed as an opinion on the merits of your case. We recommend that you consult with other legal counsel immediately, as there may be important legal deadlines or statutes of limitations that could expire and affect your rights if action is not taken promptly.

Regarding your prior files, we will continue to maintain them in accordance with our document retention policy. You may request a copy of your previous file at any time.

Thank you for your understanding.

Sincerely,

[Your Name/Signature]

[Firm Name]