

Form: Non representation of a potential client due to a conflict of interest

**PREVIEW**  
[Date]

[Client's name]  
[Client's address]

Regarding: Disclosure of Potential Conflict of Interest

Dear [Client salutation]:

This letter is to inform you that this office will be unable to represent you in regards to [Matter for Representation] for which you have sought services as a result of a prior conflict of interest which has been identified.

**PLEASE DO NOT COPY**

I represented [Name of Attorney with Conflict] in [Prior Representation] which is a potential conflict of interest. This office can represent you with the consent of [Name of Attorney with Conflict]. Since the matters are not related, it is my belief that there is no actual conflict, but the consent of [Name of Attorney with Conflict] is required.

In that case, it will be possible to represent you further; otherwise, I will be happy to assist you to identify another attorney to help you in this matter.

Very truly yours

**THIS DOCUMENT**  
[Attorney's name]

**THANK YOU**

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