**Sample Conflict of Interest Informed Consent Letter**

June 20, 20—

Mr. John J. Potential Client 123 Main Street

Anytown, Louisiana 45678 Dear Mr. Potential Client:

Below is your Informed Consent of our firm representing you in a business acquisition, to which you agree after careful consideration of all the facts, even though there are actual and potential conflicts of interest. At this time, we wish to remind you of the relevant information with respect to the conflicts, which you used to make your decision.

The actual risks associated with this representation are . . . . Some potential risks associated with this representation are . . . .

Our firm may be disqualified if there is a finding of an non-concentable conflict of interest…

You acknowledge that our retention may limit you financially from also retaining conflicts-free counsel at this time…

We previously recommended to you in writing that you seek independent legal advice regarding the conflicts. Having followed that advice, you sought independent legal counsel and were apprised of conflicts that exist and may arise. Nevertheless, as is evidenced by your signature below, you knowingly and voluntarily consent to representation by the firm, (FIRM NAME), and waive any and all actual and potential conflicts of interest.

**[Optional]**

[Additionally, Attorney Smith has been disqualified from taking any role in the representation of your case and will be timely screened from any participation in the matter. He will not be given any part of the legal fee, nor will he be allowed to reveal any of your confidential information he may have obtained previously.

All affected clients have been put on notice by being sent a copy of this informed consent letter.

Sincerely, FIRM NAME

Attorney Name

Client Signature Client Name Typed Date

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**PRACTICE AID GUIDE:** The Essentials of Law Office Management

**CHAPTER 2** Conflicts of Interest