SAMPLE ADMINISTRATIVE FORM

NOTICE OF WAIVER OF CONFLICT

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

Dear [Client Name]:

You have expressed an interest in discussing with us the possibility of this firm representing you in connection with [...]. We look forward to meeting with you on [date] to discuss our qualifications and non-confidential information relating to this matter.

You have indicated that you will be interviewing other law firms and it is therefore possible that you may decide not to retain us in the matter. We understand fully your desire to proceed in that manner. You, in turn, understand and have agreed that no attorney-client relationship will exist unless and until you decide to retain our firm, we agree to represent you in this matter, and an appropriate engagement letter has been executed reflecting the terms of the representation.

You have also agreed that you will not disclose confidential information to us at our upcoming meeting, but only matters of general knowledge and facts already "of record." You have further agreed that nothing occurring at this meeting will be used to prevent us from future representation of others adverse to you if you do not retain us.

Please confirm your agreement with the foregoing by signing the enclosed copy of this letter and returning it to me.

Sincerely,

[Lawyer Signature]

[Firm Name]

AGREED TO AND ACCEPTED THIS \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Client’s Printed Name] [Client’s Signature]