

**SAMPLE "THE BEAUTY CONTEST" LETTER--WAIVER OF CONFIDENTIALITY
BY POTENTIAL CLIENTS WHO ARE GOING TO INTERVIEW NUMEROUS FIRMS**

[Insert Date]

[Name]

[Title]

[Company or Entity]

[Address]

Re: **[Style of Case or Description of Matter/Representation] Waiver of
Confidentiality**

Dear _____:

You have expressed an interest in discussing with [Law Firm] the possibility of our representing you [name of potential client] in [describe matter] "the matter." We appreciate this opportunity and look forward to meeting with you [name of potential client] to discuss our qualifications and non-confidential information relating to the matter.

You [Name of potential client] [have/has] indicated that you [name of potential client] will be interviewing other law firms. It is therefore possible that you [name of potential client] may decide not to retain us in the matter. We understand your desire to proceed in this manner. You [Name of potential client], in turn, [understand/s] and have agreed that no attorney-client relationship will exist unless you [name of potential client] [decide/s] to retain [Law Firm] and an appropriate engagement letter has been executed.

You [Name of potential client] [have/has] also agreed that you [name of potential client] will not disclose any confidential information to us prior to or at our upcoming meeting and will only disclose matters of general knowledge and facts already "of record." You [Name of potential client] [have/has] further agreed that nothing occurring before or at this meeting will be used to prevent [Law Firm] from future representation of other clients potentially adverse to you [name of potential client] even in the same or substantially related matter if you [name of potential client] [do/does] not retain us.

Please sign below to indicate your [Name of potential client's] agreement with the foregoing. [Alternative: Please let us know if you disagree with any of the terms as stated herein.] [Insert if the return of the signed letter is to take place via facsimile and the appropriate fax number, or insert language that a stamped, addressed envelope is enclosed for return of the signed letter.]

We look forward to meeting with you [name of potential client].

Sincerely yours,

[LAW FIRM]

By: _____

AGREED TO AND ACCEPTED:

[Name of Potential Client]

By: _____

Title: _____

Date: _____