

**SAMPLE RECUSAL LETTER**

**WHERE LAW FIRM MEMBER SERVES ON BOARD OF ADVERSE ENTITY**

[Insert Date]

**[Name of Adverse Entity]**

**[Name of Adverse Entity Contact]**

**[Title]**

**[Company or Entity]**

**[Address]**

Re: **[Style of Case or Description of Matter/Representation] Recusal Letter**

Dear \_\_\_\_\_,

This is to advise the Board of Directors of **[enter name of adverse non-client entity]** that I must recuse myself from the following matter and to request the **[enter name of adverse non-client entity]**'s agreement regarding the same.

**[Law Firm]** represents **[enter name of client in adverse matter]** in connection with **[describe matter]** ("the matter") adverse to **[enter name of adverse non-client entity]**. **[Enter name of client in adverse matter]** has consented to and waived any potential or actual conflict of interest associated with the representation and my membership on the Board of Directors of **[enter name of adverse non-client entity]**. **[Enter name of client in adverse matter]**'s consent and waiver are conditioned on my recusal from any consideration regarding the matter.

Accordingly, this confirms that, as a lawyer at **[Law Firm]**, I must recuse myself from any Board of Directors' consideration of the matter. Could you please sign below indicating the **[enter name of adverse non-client entity]**'s agreement with my recusal. Also, please return the executed copy of this letter to me as soon as possible, keeping a copy for your records. **[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.]**

Thank you very much.

Sincerely yours,

**[Insert name of Law Firm lawyer board member]**

**ACKNOWLEDGEMENT AND AGREEMENT**

**[ENTER NAME OF ADVERSE NON-CLIENT ENTITY]** herein acknowledges and agrees with **[enter name of Law Firm lawyer]**'s recusal from consideration of **[describe adverse matter]** in which **[Law Firm]** represents **[enter name of client in adverse matter]**.

**[ENTER NAME OF ADVERSE NON-CLIENT ENTITY]**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_