

Conflict of Interest Reporting

Date: [Insert Date]

To: [Insert Board or Committee Name]

From: [Insert Member's Name]

Subject: Conflict of Interest Disclosure

Dear [Insert Recipient's Name],

I am writing to formally disclose a potential conflict of interest related to my role as a board member of [Insert Organization's Name].

Details of the Conflict:

- **Nature of the Conflict:** [Describe the nature of the conflict]
- **Related Parties:** [Identify any related parties involved]
- **Date of Occurrence:** [Insert date or time period]

I understand the importance of transparency and ethical conduct and am committed to following the organization's policies and procedures regarding conflicts of interest. I am willing to discuss this matter further and provide any additional information as needed.

Thank you for your attention to this important issue.

Sincerely,

[Insert Member's Name]

[Insert Member's Contact Information]