

# Conflict of Interest Declaration

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally declare a potential conflict of interest that may arise in relation to my position at [Your Company Name]. It has come to my attention that [provide description of the conflict, e.g., "I have a personal relationship with a competitor's employee" or "I have an investment in a company that provides services similar to ours"].

To mitigate any potential conflict, I assure you that I will refrain from participating in any decisions or discussions that may directly relate to [describe relevant project or matter]. Furthermore, I am willing to take any additional steps necessary to address this situation.

Please let me know if you require any further information or if there are specific procedures you would like me to follow.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]