

# Conflict of Interest Disclosure Letter

Date: [Insert Date]

To: [Insert Recipient's Name]

Company: [Insert Company's Name]

Address: [Insert Company's Address]

City, State, Zip Code: [Insert City, State, Zip Code]

Dear [Insert Recipient's Name],

I am writing to disclose a potential conflict of interest regarding my role as a contractor for [Insert Company's Name].

Details of the conflict are as follows:

- Nature of the Conflict: [Briefly describe the nature of the conflict]
- Relation to my work for [Insert Company's Name]: [Explain how this conflict relates to your work]
- Steps taken to mitigate the conflict: [List any steps taken to manage the conflict]

I take my responsibilities seriously and am committed to maintaining transparency in my professional conduct. Please let me know if you require further information or wish to discuss this matter in more detail.

Thank you for your attention to this important matter.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Your Contact Information]