

# Letter of Conflict of Interest Communication

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We wish to inform you of a potential conflict of interest that has arisen in relation to [specific project or activity]. It is our obligation to ensure transparency and integrity within our organization.

Details of the conflict are as follows:

- **Nature of Conflict:** [Describe the nature of the conflict]
- **Involved Parties:** [List involved parties]
- **Potential Impact:** [Explain the potential impact on the project/organization]

To mitigate this conflict, we propose the following actions:

1. [Proposed action 1]
2. [Proposed action 2]
3. [Proposed action 3]

We appreciate your understanding and cooperation as we work to resolve this matter effectively. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]