

# Conflict of Interest Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally notify you of a personal conflict of interest that has come to my attention. As part of my commitment to transparency and ethical conduct, I believe it is important to disclose this information promptly.

The nature of the conflict is as follows:

- Describe the nature of the conflict.
- Explain how it may relate to my role at [Company/Organization Name].
- Include any relevant dates or circumstances that amplify the conflict.

To address this conflict, I am willing to take the following steps:

- Outline steps you will take to mitigate the conflict.
- Proposal for how decisions may be handled in relation to this conflict.

Please let me know if you require any further information or would like to discuss this matter in more detail. I appreciate your understanding and attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]