

Conflict of Interest Explanation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you of a potential conflict of interest that has come to my attention. I believe it is important to disclose this information to maintain transparency and integrity in our dealings.

The situation involves [briefly describe the circumstances that may pose a conflict of interest, including parties involved and the nature of the conflict].

To ensure that this potential conflict does not impact our professional relationship or the integrity of our work, I am willing to discuss this matter further and explore any necessary steps to mitigate any concerns.

Thank you for your understanding, and I look forward to your guidance on how best to proceed.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]