

Vendor Conflict of Interest Acknowledgment

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

Dear [Vendor Name],

This letter serves as an acknowledgment of the vendor conflict of interest policy established by [Your Company Name]. We value transparency and fairness in all business dealings.

As a vendor, you are required to disclose any potential conflicts of interest that may arise during the course of your relationship with [Your Company Name]. This includes, but is not limited to, financial interests, familial relationships, or any significant affiliations that could influence the integrity of your work.

Please confirm your understanding of this policy by signing below and returning this acknowledgment to us by [Insert Due Date].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Vendor Signature

Date: _____