Client Conflict Disclosure

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are writing to inform you of a potential conflict of interest that has arisen in connection with our services. Our commitment to transparency and ethical standards necessitates that we disclose the following:

[Briefly describe the nature of the conflict, including any relevant details about other clients or interests that may affect your impartiality.]

We take this situation very seriously and are committed to ensuring that your interests are fully represented. We would like to discuss this matter with you further and address any concerns you may have.

Please feel free to contact us at [Your Contact Information] to discuss this issue in more detail.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]