

Conflict of Interest Notification

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you of a potential conflict of interest that has arisen related to our ongoing relationship.

[Briefly describe the nature of the conflict of interest and provide relevant details. Be clear about how it may affect the services provided to the client.]

We are committed to maintaining transparency in our dealings and ensuring that your interests are safeguarded. To address this matter, we propose the following steps: [Outline any proposed actions to mitigate the conflict of interest.]

Please feel free to reach out to me directly if you have any questions or require further clarification regarding this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]