

Subject: Important Notice: Potential Conflict of Interest

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of a potential conflict of interest that may arise in our ongoing business relationship.

As your trusted advisor, it is our duty to maintain transparency and uphold the highest ethical standards. Recently, we have become aware of [briefly describe the conflict, e.g., a relationship with another client or business entity that may overlap with your interests].

We want to assure you that we are committed to managing this situation responsibly. We will take the necessary steps to mitigate any potential impact on our services to you, and we are more than willing to discuss this matter and answer any questions you may have.

If you would like to arrange a meeting or a call to discuss this matter in detail, please feel free to contact us at your earliest convenience.

Thank you for your understanding and continued trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]