

Your Name
Your Position
Your Company Name
Address Line 1
Address Line 2
City, State, Zip Code
Email Address
Phone Number
Date

Client Name
Client Position
Client Company Name
Address Line 1
Address Line 2
City, State, Zip Code

Dear [Client Name],

I hope this message finds you well. I am writing to address a potential conflict of interest that has recently come to our attention regarding our ongoing relationship.

We believe in maintaining transparency and integrity in our partnerships. After conducting a thorough review, we have identified a situation where our interests may not fully align. This letter serves to inform you of the specifics of the situation and to discuss how we can proceed in a manner that protects both our interests.

Details of the conflict:

- Nature of Conflict: [Briefly describe the conflict]
- Stakeholders Involved: [List relevant parties]

To address this, we propose the following steps:

1. [Proposed Solution 1]
2. [Proposed Solution 2]

We value our relationship with you and are committed to resolving this matter amicably and professionally. Please let us know your thoughts on this situation, and we would be happy to arrange a meeting to discuss further.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,
Your Name

Your Position
Your Company Name