

Conflict of Interest Disclosure

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally disclose a potential conflict of interest regarding my engagement as a consultant in the pharmaceutical sector. It is my responsibility to ensure transparency and adherence to ethical guidelines.

I am currently involved with [Details of the Other Engagement or Relationship, e.g., Company Name] in the capacity of [Your Role], where I [describe your engagement, responsibilities, and any financial interest or obligations]. This relationship could potentially influence my consulting services offered to [Your Company/Organization Name].

To mitigate any perceived or actual conflicts, I am committed to maintaining professionalism and integrity in all my dealings. I am open to discussing this matter further and will provide any necessary information to ensure that all parties are comfortable with this relationship.

Thank you for your attention to this important matter. I appreciate your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]