

# Conflict of Interest Notification

Date: [Insert Date]

To: [Committee Member's Name]

From: [Your Name]

Subject: Conflict of Interest Notification

Dear [Committee Member's Name],

This letter is intended to formally notify you of a potential conflict of interest that has been identified regarding your involvement in the Ethics Committee. It is essential to uphold the integrity of our committee's work, and we are committed to ensuring transparency in our processes.

Details of the potential conflict are as follows:

- **Nature of the Conflict:** [Describe the nature of the conflict]
- **Related Project/Activity:** [Specify the project or activity in question]
- **Committee Member's Role:** [Describe the member's role in the project]

We kindly ask that you review this information and provide a response by [Insert Deadline Date]. Your prompt attention to this matter is appreciated, and we value your continued contributions to the committee.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Ethics Committee Name]

[Contact Information]