

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally disclose a potential conflict of interest in relation to my current research collaboration with [Company/Organization Name]. This notification is in accordance with the ethical standards set forth by [Relevant Organization or Institution].

As a researcher involved in [specific research project or initiative], I would like to bring to your attention the following potential conflicts:

- Financial relationship with [Company Name]: [Explain the financial relationship, e.g., consulting fees, grants, etc.]
- Stock ownership in [Company Name]: [Describe the extent and nature of ownership.]
- Other affiliations: [Any other relevant relationship that could influence research.]

I affirm my commitment to transparency and the integrity of the research process. I am fully prepared to discuss these matters further and take any necessary steps to manage the potential conflicts effectively.

Thank you for your understanding. I look forward to your guidance on how to proceed with this disclosure.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Institution/Organization]