

Board Director Conflict Clarification

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Clarification of Conflict of Interest

Dear [Board Member's Name],

I hope this message finds you well. I am writing to address a potential conflict of interest that has arisen concerning your involvement in [specific situation or project]. It is important for us to maintain transparency and uphold the integrity of our board.

As per our bylaws and best practices, I would like to clarify the circumstances surrounding this matter:

- **Details of the Conflict:** [Provide brief description of the conflict]
- **Impact on Board Decisions:** [Explain how this conflict may impact board decisions]
- **Proposed Steps for Resolution:** [Suggest how to address the conflict]

It is crucial for us to work together to resolve this situation in a timely manner. Please provide your perspective on the matter and any information that may assist in clarifying your position.

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]