

Conflict of Interest Statement

Date: [Insert Date]

To: [Insert Name of Board Member]

From: [Insert Name of Organization]

Dear [Insert Name],

As a member of the Board of Directors of [Insert Organization Name], it is essential to maintain transparency and uphold our commitment to ethical governance. This letter serves as a reminder of your obligation to disclose any potential conflicts of interest that may arise in association with your role.

Please complete the attached Conflict of Interest Disclosure Form and return it by [Insert Due Date]. This form requires you to identify any relationships, affiliations, or transactions that may be perceived as a conflict with the interests of [Insert Organization Name].

Should any actual or potential conflict arise during your term, you are required to inform the Board promptly. We value your integrity and commitment to our mission.

Thank you for your attention to this important matter.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Organization Name]