

Personal Conflict of Interest Notification

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

Company/Organization: [Company/Organization Name]

Dear [Recipient's Name],

I am writing to formally notify you of a potential personal conflict of interest that may arise in connection with my position as [Your Position] at [Company/Organization Name].

Specifically, I would like to disclose that [Briefly describe the nature of the conflict, e.g., a financial interest, a relationship with another party, etc.]. This situation has the potential to influence my decision-making in my professional capacity.

I am committed to maintaining transparency and integrity in my professional responsibilities and would like to discuss how best to address this potential conflict with you and the appropriate parties. I am open to suggestions and willing to take any necessary steps to mitigate this conflict.

Thank you for your attention to this matter. I look forward to your guidance.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]