

# Conflict of Interest Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge and disclose any potential conflicts of interest that may arise in my position as [Your Position] at [Company/Organization Name]. It is my intent to ensure transparency and maintain the integrity of our work.

As part of this acknowledgment, I declare the following:

- [Describe any existing relationships or interests that may constitute a conflict]
- [List any financial interests in organizations related to my professional duties]
- [Mention any other relevant personal or professional commitments]

I understand the importance of disclosing such information to uphold the ethical standards of our organization. I am committed to addressing any conflicts that may arise and will take appropriate measures to mitigate them.

Thank you for your understanding. Please feel free to reach out if you require further information or clarification.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Your Contact Information]