

Vendor Conflict of Interest Statement

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Name],

This letter serves as a formal declaration regarding any potential conflicts of interest that may exist between your organization and [Your Company Name]. It is essential for us to maintain transparency and integrity in our business dealings.

Please confirm whether any of the following situations apply:

- Any personal relationships with employees of [Your Company Name].
- Financial interests that may affect business decisions.
- Any other situations that could lead to a potential conflict of interest.

We appreciate your cooperation in this matter. Please return this signed statement by [Insert Deadline].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

Conflict of Interest Acknowledgment:

I, [Vendor Representative Name], representing [Vendor Company Name], hereby declare that I have disclosed any potential conflicts of interest as requested above.

[Vendor Representative Signature]

[Date]