

# Conflict of Interest Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge a potential conflict of interest that has arisen in relation to [briefly describe the situation or project].

In accordance with our organization's policy, I want to ensure transparency and maintain trust in our operations. The nature of the conflict involves [describe the specifics of the conflict].

Having assessed the implications, I intend to [describe any actions you will take to mitigate the conflict]. I believe this will uphold our ethical standards and ensure ongoing integrity.

Please feel free to reach out if you would like to discuss this matter further, or if you require any additional information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]