

Conflict of Interest Disclosure Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to disclose a potential conflict of interest as required by [relevant policy or regulation]. It has come to my attention that I have a personal or financial interest that may conflict with my responsibilities within [Company/Organization Name].

Specifically, [provide a brief description of the conflict, including the nature of the relationship or interest]. This disclosure is intended to ensure transparency and integrity in my professional conduct.

To mitigate this conflict, I am willing to [suggest a course of action, such as recusing from decision-making processes or any other appropriate measures].

Thank you for your attention to this matter. I am committed to maintaining the highest ethical standards in my work and will cooperate fully in addressing this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]