

Conflict of Interest Management Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

Dear [Recipient's Name],

Subject: Disclosure and Management of Conflict of Interest

I am writing to formally address and manage a potential conflict of interest that has arisen in relation to [specific project or situation]. In the interest of transparency and ethical conduct, I want to disclose the following:

[Describe the nature of the conflict of interest, including relevant details such as relationships, financial interests, or other influences that may compromise impartiality.]

To mitigate this conflict, I propose the following measures:

- [Describe specific actions to be taken to manage the conflict, such as recusal from decision-making processes or involvement of an impartial third party.]
- [Additional measures if necessary.]

I assure you that I am committed to ensuring that this matter is handled with the utmost integrity and in accordance with our organization's policies. Please let me know if you require any further information or if you would like to discuss this matter in detail.

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]