

Conflict of Interest Resolution Attempt

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Conflict of Interest Resolution Attempt

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a potential conflict of interest that has recently come to my attention regarding [briefly describe the situation or relationship].

To maintain transparency and uphold the integrity of our work, I would like to propose a resolution to this matter. I suggest the following steps:

- Step 1: [Describe the first step in resolution]
- Step 2: [Describe the second step in resolution]
- Step 3: [Describe the third step in resolution]

I believe these measures will help mitigate the conflict and allow us to move forward effectively. I am open to any suggestions you might have and look forward to discussing this matter with you further.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]