

Formal Notice of Conflict of Interest

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 formally notify you of a potential conflict of interest related to my role as [Your Position] at [Company/Organization Name].

As per our company policy, I wish to disclose that [briefly describe the nature of the conflict, including relevant details].

To mitigate this conflict, I propose [suggest steps you plan to take to resolve or manage the conflict]. I believe these actions will help maintain the integrity and transparency of our operations.

Please let me know if you require any further information or if there are additional steps you would like me to take regarding this matter.

Thank you for your attention to this important issue. I look forward to your guidance.

Sincerely,

[Your Name]

[Your Position]