

Conflict of Interest Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Conflict of Interest

Dear [Recipient Name],

I am writing to formally notify you of a potential conflict of interest that has arisen in relation to [specific project, decision, or situation]. It is important that I disclose this to ensure transparency and uphold our organization's integrity.

The nature of the conflict involves [briefly describe the conflict, e.g., financial interest, personal relationships, etc.]. I believe it is my responsibility to inform you of this matter as it may impact [mention project or decision].

I am committed to handling this situation appropriately and respectfully and will take necessary measures to mitigate any potential impact. I welcome your guidance on how to proceed further in this matter.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]