

# Conflict of Interest Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I am writing to formally notify you of a conflict of interest that has arisen regarding [briefly describe the situation]. Despite my efforts to resolve this matter, it remains unresolved and may impact my professional responsibilities.

Specifically, the conflict involves [provide details about the nature of the conflict, including any relevant parties and circumstances]. I believe it is important to address this situation transparently to uphold the integrity of our work.

To mitigate any potential issues, I am seeking guidance on how to proceed. [Offer suggestions for resolution, if applicable, or express willingness to discuss further].

Thank you for your attention to this matter. I look forward to your guidance on how to best handle this conflict of interest.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]