

Conflict of Interest Notification

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

Dear [Supplier Contact Name],

We are writing to inform you of our organization's policy regarding conflicts of interest. As a valued supplier, we want to ensure transparency and maintain trust in our business relationship.

It is important for us to understand if there are any current or potential conflicts of interest that may arise due to your relationship with our organization or our employees. Please disclose any relationships or engagements that could be perceived as a conflict, including, but not limited to:

- Personal relationships with our employees.
- Financial interests in competing organizations.
- Any family connections that may affect decision-making.

We appreciate your cooperation in maintaining the integrity of our business. Please respond with your disclosures by [Insert Response Deadline].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]