

Conflict of Interest Disclosure Letter

Date: [Insert Date]

To: [Recipient Name]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient Name],

Subject: Supplier Conflict of Interest Disclosure

As part of our commitment to ethics and transparency in our business relationships, we are writing to disclose any potential conflicts of interest that may arise in the course of our dealings with your organization.

We, [Your Company Name], have reviewed our business operations and relationships and wish to disclose the following potential conflict of interest:

- Details of Conflict: [Provide details of the conflict]
- Relationship: [Describe the relationship or interest involved]

We believe it is important for our partners to be aware of any potential influences that could affect our business relationship. We are committed to resolving this matter in a way that upholds our integrity and ensures mutual trust.

Please feel free to contact us at [Your Contact Information] if you have any questions or require further clarification regarding this disclosure.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]