

Conflict of Interest Statement

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Travel-Related Conflict of Interest Statement

Dear [Board Member's Name],

As part of the ongoing commitment to transparency and ethical conduct within our organization, we are requesting that all board members disclose any travel-related conflicts of interest that may arise during their tenure.

Please provide the following information regarding any travel-related engagements:

- Details of the trip (destination, purpose, and dates)
- Relationship to the organization or any affiliated entities
- Any financial support received for travel expenses

We appreciate your cooperation in maintaining the integrity of our board. Kindly submit your statement by [Insert Deadline].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]