

[Your Name]
[Your Job Title]
[Your Department]
[Date]

To: [Recipient Name or Ethics Committee]
[Company/Organization Name]

Subject: Conflict of Interest Disclosure

Dear [Recipient Name],

The purpose of this letter is to formally disclose a potential conflict of interest regarding my position at [Company Name].

I am disclosing the following situation/relationship:

[Describe the nature of the conflict, such as an outside business interest, a relationship with a vendor, or a secondary employment].

I believe this situation may create a conflict of interest because [Explain how the interest relates to your professional duties].

To ensure transparency and maintain the integrity of my role, I propose the following steps to manage this conflict:

- [Step 1: e.g., Recusal from specific decision-making processes]
- [Step 2: e.g., Limitations on access to certain confidential data]

I am committed to my responsibilities at [Company Name] and will ensure that this interest does not influence my professional judgment or actions. I am available to discuss this further or provide additional information as required.

Sincerely,

[Your Signature]

[Your Printed Name]