

Date: [Insert Date]

To: [Insert Name of Recipient/Board of Directors/Audit Committee]

Company Name: [Insert Company Name]

Address: [Insert Address]

Subject: Disclosure of Related Party Transactions

Dear [Insert Name],

In accordance with the company's Conflict of Interest Policy and applicable regulatory requirements, I am writing to formally disclose a transaction involving a related party.

The details of the transaction are as follows:

- **Related Party Name:** [Insert Name of Individual or Entity]
- **Relationship:** [Insert Nature of Relationship, e.g., Family Member, Subsidiary, Director-owned Entity]
- **Description of Transaction:** [Insert Brief Description, e.g., Purchase of goods, Lease agreement, Consulting services]
- **Transaction Value:** [Insert Monetary Amount or Fair Market Value]
- **Terms and Conditions:** [Insert Key Terms, e.g., Payment deadlines, Duration of contract]

I confirm that this transaction has been conducted at arm's length and that the terms are no less favorable than those available from an unrelated third party. [Optional: Provide justification for the transaction].

Please review this disclosure for approval or further action by the Board/Committee. I am available to provide any additional documentation or clarification as required.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]