

To: The Board of Directors
From: [Name of Director/Officer]
Date: [Insert Date]

Related Party Transactions Acknowledgment Letter

I, [Full Name], in my capacity as a member of the Board of Directors/Officer of [Company Name], hereby acknowledge that I have received, read, and understood the Company's Policy regarding Related Party Transactions.

I understand that a "Related Party Transaction" includes any financial transaction, arrangement, or relationship in which the Company is a participant and in which I, or any member of my immediate family or affiliated entities, have a direct or indirect material interest.

Representation and Disclosure:

I hereby certify that (check one):

☐ I am not currently involved in, nor do I have any immediate plans to enter into, any transaction that would constitute a Related Party Transaction.

☐ I have disclosed below all existing or proposed transactions that may be deemed Related Party Transactions:

[Insert Description of Transactions here]

Commitment:

I agree to promptly notify the Board of Directors and the Legal/Compliance Department of any changes to the information provided above or any new potential Related Party Transactions that may arise. I further agree to recuse myself from any discussions or voting processes concerning any transaction in which I have a conflict of interest.

I understand that compliance with this policy is necessary to ensure transparency and maintain the integrity of the Company's governance standards.

Sincerely,

(Signature)

(Printed Name)

(Date)
