

To: The Board of Directors / Audit Committee

From: [Executive Officer Name]

Date: [Date]

Subject: Annual Disclosure of Related Party Transactions

Dear Members of the Board,

In connection with my role as [Job Title] of [Company Name], I hereby submit this disclosure statement regarding any potential related party transactions or conflicts of interest for the fiscal period ending [Date].

1. Identification of Related Parties:

To the best of my knowledge, the following individuals or entities constitute "Related Parties" (immediate family members, controlled businesses, or trusts):

- [Name of Person/Entity] - [Relationship]
- [Name of Person/Entity] - [Relationship]

2. Description of Transactions:

I wish to disclose the following transactions between the Company and myself or any Related Party identified above:

Related Party	Nature of Transaction	Value/Amount
[Name]	[e.g., Service Contract, Lease, Loan]	[\$Amount]

3. Affirmation:

I confirm that, except as disclosed above:

- Neither I nor any Related Party has any material interest in any transaction to which the Company is a party.
- I am in compliance with the Company's Code of Ethics and Conflict of Interest Policy.
- The information provided is true and complete to the best of my knowledge.

I agree to notify the Board immediately of any changes to the information provided above.

Sincerely,

[Signature]

[Printed Name]

[Title]