

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

To: [Name of Recipient or Committee]
[Organization Name]

Subject: Disclosure of Potential Conflict of Interest

Dear [Name of Recipient],

In accordance with the [Organization Name] conflict of interest policy, I am writing to formally disclose a potential conflict of interest regarding [Name of project, contract, or decision].

The nature of this potential conflict is as follows:
[Describe the relationship, financial interest, or outside activity in detail].

I am disclosing this information to ensure transparency and to maintain the integrity of our operations. I am committed to following any necessary steps to manage this situation, including recusing myself from related discussions or decision-making processes if required.

Please let me know if you require further information or if there are specific protocols I should follow moving forward.

Sincerely,

[Your Signature]
[Your Printed Name]