

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

Re: Conflict of Interest Waiver - [Project Name/Matter Name]

Dear [Recipient Name],

This letter is to formally disclose a potential conflict of interest regarding [Name of Employee/Board Member] and their relationship with [Name of Family Member/Related Entity].

Nature of the Relationship:

[Name of Employee] serves as [Job Title] at [Company Name]. Their [Relationship Type, e.g., Spouse/Sibling/Parent], [Family Member Name], is currently employed as [Title] or holds a financial interest in [External Company Name].

Nature of the Conflict:

The potential conflict arises because [Company Name] is currently engaged in [Describe the transaction, contract, or decision-making process involving the external company].

Mitigation Plan:

To ensure objectivity and protect the interests of [Company Name], the following steps have been taken:

- [Name of Employee] will recuse themselves from all discussions and voting related to this matter.
- [Name of Employee] will not have access to confidential files pertaining to this transaction.
- [Name of Oversight Person/Committee] will oversee the final decision-making process.

Waiver Request:

By signing below, [Company Name] acknowledges the disclosure of this relationship and waives the potential conflict of interest, provided that the mitigation steps outlined above are followed.

Sincerely,

[Your Name]

[Your Title]

Acknowledgment and Waiver

I, the undersigned, acting on behalf of [Company Name], hereby acknowledge the disclosure of the aforementioned conflict and grant a waiver for the specific matter described above.

Signature: _____

Printed Name: [Name of Authorized Signatory]

Date: _____