

[Your Name]  
[Your Title]  
[Your Department]  
[Date]

[Recipient Name]  
[Recipient Title/Ethics Committee]  
[Organization Name]

**Subject: Letter of Good Faith Remediation Concerning Alleged Non-Disclosure of Conflicts**

Dear [Recipient Name],

I am writing this letter to formally address the concerns raised regarding the alleged non-disclosure of potential conflicts of interest related to [Project Name/Specific Activity]. I wish to express my commitment to transparency and my intent to remediate this matter in good faith.

It was never my intention to withhold relevant information or circumvent organizational policies. Any omission was unintentional and resulted from [briefly state reason, e.g., a misunderstanding of disclosure thresholds / an oversight during the filing process]. I take full responsibility for this administrative error.

To rectify this situation, I have taken the following immediate steps:

- Completed an updated and comprehensive Conflict of Interest Disclosure Form, attached to this letter.
- Included detailed documentation regarding [Name of Entity/Interest] to ensure full clarity.
- [Optional: Enrolled in additional compliance training].

I am prepared to cooperate fully with any further review by the [Ethics Committee/Compliance Office] and will implement any recommended mitigation strategies, such as recusal from specific decisions or the appointment of an independent oversight member.

I value my professional integrity and my standing within [Organization Name]. I hope this proactive disclosure demonstrates my dedication to upholding the highest ethical standards.

Thank you for your time and for allowing me the opportunity to resolve this matter.

Sincerely,

[Signature]

[Your Printed Name]