

[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]

Subject: Notice of Dispute Regarding Conflict of Interest Determination

Dear [Recipient Name],

I am writing to formally dispute the determination made on [Date] regarding a potential conflict of interest involving [describe the specific project, transaction, or situation].

I disagree with this finding based on the following grounds:

- [Reason 1: Describe why the interest does not influence your professional judgment]
- [Reason 2: Reference specific sections of the company policy or contract being misinterpreted]
- [Reason 3: Provide evidence of mitigation measures already in place]

I have attached the following supporting documentation to assist in your review: [List documents, e.g., contracts, disclosure forms, correspondence].

I request a formal reconsideration of this matter or a meeting with the [Ethics Committee/Human Resources Department] to discuss the details further. I am committed to maintaining full transparency and ensuring that my professional obligations are met without compromise.

Please acknowledge receipt of this notice and provide an estimated timeline for the resolution of this dispute.

Sincerely,

[Your Signature]

[Your Printed Name]