Sample Letter
[Letterhead]

[Date]

To All Personnel in the Laboratory of [PI Name],

This letter is to inform you that I am [List position in company.] of a company called [Name of Company], devoted to research in the areas of [Add text explaining the purpose of the company, your involvement with it, and any connections to the lab.]. My relationship does not carry with it any restrictions on publication, and any associated intellectual property will be disclosed and processed according to K-State policy.

The purpose of this letter is to inform you of this potential conflict of interest, and, if you feel that at any time your academic pursuits and freedoms are compromised by this relationship, that you may contact the department head or dean of your college.

Sincerely yours,

[Signature of PI ]

I acknowledge receipt of the above information on a potential conflict of interest. I understand that I may address questions about this matter to my department head or dean.

Name: [of recipient]

Date:

CC: Department Head