# SAMPLE EMAIL TO LABORATORY PERSONNEL/STUDY PERSONNEL/FEDERALLY-SPONSORED PI, CO-PIs

[Letterhead]

[Date]

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 Colorado State University 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 [Provide contact information for the University Administrator listed in your Management Plan.] or the Conflict of Interest Office via email at  [vpr\_coi@colostate.edu.](mailto:coiprogram@colostate.edu)

Sincerely,

[Signature]