

## SAMPLE RECUSAL LETTER – Conflicts of Interest

Date:

To: [SUPERVISOR], [AGENCY ETHICS COUNSELOR] and the DC Board of Ethics and Government Accountability

From: [EMPLOYEE]

Subject: Recusal – [MATTER]

This is to notify you that because I may have or may be seen to have a conflict of interest in matters affecting [ENTITY/INDIVIDUAL], and the District's ethics rules prohibit conflicts of interest, I understand that I may not participate in any way, as an District government employee, in any matters regarding [ENTITY/INDIVIDUAL].

[INSERT DETAILED DESCRIPTION OF THE NATURE OF THE CONFLICT, INCLUDING ALL INVOLVED PARTIES AND FINANCIAL INTERESTS]

I am recusing myself and, as a result, will take no action regarding said matter described above.

By copy of this memorandum, I am requesting that [EMPLOYEE'S SUPERVISOR] and/or [AGENCY HEAD] or any other designated staff person providing administrative assistance ensure that I am screened from any information or communications on any such matters and that I do not receive materials related to [ENTITY/INDIVIDUAL].

I understand that this recusal will remain in effect until I inform you in writing that all activity or connection with [ENTITY/INDIVIDUAL] has ceased or been terminated.

[INSERT CONTACT INFO AND SIGN]