

Dear (list all relevant supervisory official(s) identified in section 20-608 of the City Code):

I am (identify position) in the Philadelphia (identify your department/agency/commission/office). My job duties include (describe job duties including those relevant to the conflict). It has come to my attention that due to a conflict of interest involving (identify covered City matter*), I must excuse myself from any participation in this matter.

Specifically (briefly describe the covered City matter or action at issue). This presents a financial conflict of interest because (briefly explain your, your family member's** or your business's financial interest).

Section 20-607 of the City's Ethics Code disqualifies City officers and employees from taking official action that would present a financial conflict of interest. Therefore, I will not participate in any City action regarding (identify covered City matter).

Sincerely,

(Your name)
(Your position)

cc: Board of Ethics
Department of Records

*Covered City matters and actions include legislation (including ordinances and resolutions), awards, contracts, leases, cases, claims, decisions, decrees, and judgments.

**Covered family members include parents, spouses, children, siblings, parents-in-law, children-in-law, and siblings-in-law.