

Dated:

**VIA TRACKED DELIVERY SERVICE**

Board of Ethics  
c/o General Counsel  
One Parkway Building  
1515 Arch Street  
18<sup>th</sup> Floor  
Philadelphia, PA 19102  
BOEGCStaff@phila.gov

Department of Records  
c/o Commissioner  
City Hall  
Room 156  
Philadelphia, PA 19102

**Re: Public Disclosure and Disqualification under City Code §20-608**

This letter is intended to comply with the requirements of City Code Sections 20-607 and 20-608 regarding conflicts of interest. I have identified a conflict of interest that I believe requires public disclosure and disqualification under Section 20-608.

**Disclosure**

Full Name: \_\_\_\_\_  
City Dept./Agency/Board: \_\_\_\_\_  
City Title/Position: \_\_\_\_\_

I could take official action that would impact a financial interest held by (check all that apply):

- \_\_\_\_\_ me
- \_\_\_\_\_ a family member (parent, spouse, child, sibling, Life Partner or like in-law)
- \_\_\_\_\_ a for-profit business of which I am a member
- \_\_\_\_\_ another member of a business of which I am a member
- \_\_\_\_\_ a potential employer
- \_\_\_\_\_ other \_\_\_\_\_

Briefly describe the nature and extent of the financial interest, such as the type, percent, and/or dollar value of an ownership interest. For an interest through a family member, provide the full name of the family member and their relationship. Attach additional pages if needed:

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Identify the official action(s) you could take that would impact the interests described above:

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**Disqualification**

\_\_\_ I hereby disqualify myself from taking any official action that would impact the financial interest(s) described above as of the date of this disclosure.

\_\_\_ I disqualified myself from taking any official action that would impact the financial interest(s) described above as of \_\_\_\_\_.

*I understand that if my financial interest(s) or my City duties change I may be required to submit additional or updated letters to comply with Section 20-608.*

Please feel free to contact me with any questions at (\_\_\_\_) \_\_\_\_ - \_\_\_\_ or \_\_\_\_\_@\_\_\_\_\_.

Respectfully,

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