

## SAMPLE LETTER TO THE STATE ETHICS COMMISSION

Director  
State Ethics Commission  
18-20 Trinity Street  
Hartford, CT 06106

Dear Sir or Madam:

As a faculty member at Eastern Connecticut State University, I assigned a textbook (or other instructional materials ) for use by my class(s) during the period of (semester and year).

I derived financial benefit in the amount of (\$XXX) from the sale of these materials. Enclosed is a copy of a check, payable to [insert 501c entity] or the Eastern Connecticut State University [insert student scholarship or other fund name] which demonstrates the forfeiture of any financial benefit gained from this activity.

Sincerely,