

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: FDA Approval of [Product Name]

We are pleased to inform you that the Food and Drug Administration (FDA) has approved your application for [Product Name], submitted on [Submission Date]. After a thorough review of the data and supporting documents, the FDA has determined that [Product Name] meets the requirements for safety and efficacy as outlined in [Reference Guidelines].

The approved indications for use are:

- [Indication 1]
- [Indication 2]
- [Indication 3]

We request that you comply with the following post-marketing requirements:

1. [Requirement 1]
2. [Requirement 2]
3. [Requirement 3]

Please ensure that all promotional materials and marketing practices adhere to the guidelines established in our communications.

We appreciate your commitment to the health and safety of the public and look forward to your continued cooperation.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]