

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: FDA Product Authorization

We are writing to confirm that [Product Name], manufactured by [Your Company Name], has been granted authorization by the U.S. Food and Drug Administration (FDA) on [Authorization Date].

Product Details:

- Product Name: [Product Name]
- Product Code: [Product Code]
- Intended Use: [Intended Use]
- FDA Authorization Number: [Authorization Number]

We are committed to ensuring compliance with all FDA requirements and regulations. Should you require any further information or documentation, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]