

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

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

Dear [Recipient Name],

Subject: Request for PV NRT Letter

I hope this message finds you well. I am writing to formally request a PV NRT (Pharmacovigilance Non-Reporting Trigger) letter pertaining to [specific product or study name] for [specific purpose, e.g., regulatory requirements, audit, etc.].

Given the importance of this documentation, I kindly ask that you provide the letter at your earliest convenience. If you require any additional information or documentation to process this request, please do not hesitate to let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]