

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

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

Dear [Recipient Name],

Subject: Notification of Side Effects Related to ZQuill

I am writing to formally notify you of some side effects I have experienced while using ZQuill.

During my use of this medication, I have encountered the following side effects:

1. [Side Effect 1]
2. [Side Effect 2]
3. [Side Effect 3]

These effects have [describe how the side effects have impacted your daily life or health]. I believe it is crucial to share this information as it may affect other users or contribute to ongoing evaluations of this product.

Please let me know if you require any additional information regarding my experience or if there are any steps I should take to address these side effects.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]