

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

MHRA

[Relevant Department/Contact Name]
10 Sloane Square
London, SW1W 8EG
United Kingdom

Dear [Contact Name/Department],
Subject: Request for [Specify Request, e.g., Information, Guidance, Approval]

I hope this letter finds you well. I am writing to formally request [specific details of your request], in accordance with [relevant regulations or guidelines].

[Provide a brief background regarding the request, including any relevant context or previous communications.]

I would greatly appreciate your assistance with this matter, as it is crucial for [explain the importance of the request].

Please let me know if you require any further information or documentation to support my request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]