

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: MHRA Annual Report for [Year]

I am pleased to present the annual report for the Medicines and Healthcare products Regulatory Agency (MHRA) for the year [Year]. This report outlines our key achievements, challenges, and future directions as we strive to ensure the safety, effectiveness, and quality of medicines and healthcare products in the UK.

[Insert a brief summary of the report, emphasizing key highlights, statistical data, and any significant events or initiatives.]

We appreciate your ongoing support and partnership as we work together to meet our shared goals for public health and safety.

Thank you for your attention to this report. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]