

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[MHRA (Medicines and Healthcare products Regulatory Agency)]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Compliance Issues Related to [Specific Product/Service]

I am writing to formally address the compliance issues concerning [specific product/service] as per our recent communications. We acknowledge the observations made by the MHRA regarding [briefly outline the compliance issues].

At [Your Company], we are committed to maintaining the highest standards of compliance with all regulatory requirements. In light of the findings, we have taken the following actions to rectify the issues:

1. **\*\*Action 1\*\***: [Brief description of the action taken]
2. **\*\*Action 2\*\***: [Brief description of the action taken]
3. **\*\*Action 3\*\***: [Brief description of the action taken]

We believe these steps will significantly enhance our compliance and operational standards. We have also set up a dedicated team to ensure ongoing adherence to regulatory requirements moving forward.

Please find attached the relevant documentation supporting our corrective actions. We appreciate your guidance throughout this process and look forward to your feedback.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company]

[Attachments: List of documents, if any]