

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Medicines and Healthcare products Regulatory Agency (MHRA)]
[Agency Address]
[City, Postal Code]

Dear [Recipient's Name/To Whom It May Concern],

Subject: Application for [Type of Application]

I am writing to submit an application for [brief description of the application, e.g., marketing authorization, clinical trial, etc.]. This application is in accordance with the relevant regulations and guidelines set by the MHRA.

Enclosed with this letter, you will find the following documents:

1. [List of documents]
2. [List of documents]
3. [List of documents]

[Optional: Brief description of the application, the purpose of the study, or product, and any relevant details that may assist in the review process.]

Please do not hesitate to contact me at [your phone number] or [your email address] if you require any further information or clarification regarding this application.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title/Position] (if applicable)
[Your Company/Organization Name] (if applicable)