

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[MHRA]  
[MHRA Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Subject of the Letter]

1. **\*\*Introduction\*\***

- Briefly introduce yourself and your position.
- State the purpose of the letter.

2. **\*\*Background Information\*\***

- Provide relevant details about the product/application.
- Include any previous correspondence or application references.

3. **\*\*Specific Request/Inquiry\*\***

- Clearly outline the request or information needed from MHRA.
- Include deadlines if applicable.

4. **\*\*Supporting Information\*\***

- Attach or reference any relevant data, documents, or studies that support your request.

5. **\*\*Conclusion\*\***

- Summarize key points.
- Express appreciation for their attention and assistance.

6. **\*\*Closing\*\***

- Sincerely,
- [Your Name]
- [Your Title]
- [Your Company]

[Attachments if applicable]