

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
Medicines and Healthcare products Regulatory Agency (MHRA)  
[MHRA Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Inquiry Regarding [specific topic or issue]  
I hope this letter finds you well. I am writing to inquire about [briefly describe the purpose of your inquiry]. As [your position or role] at [your company/organization], we are committed to [mention relevant goals or practices related to MHRA regulations].  
[Provide a brief description of the specific inquiry, including any relevant context or background information.]  
I would appreciate any guidance or information you can provide regarding this matter. Additionally, if there are specific forms or processes we need to follow, please let me know.  
Thank you for your attention to this inquiry. I look forward to your prompt response.  
Sincerely,  
[Your Name]  
[Your Position]  
[Your Company/Organization]