

[Your Name]
[Your Position]
[Your Organization]
[Your Contact Information]
[Date]
[MHRA Contact Name]
[MHRA Contact Position]
Medicines and Healthcare products Regulatory Agency (MHRA)
[MHRA Address]

Dear [MHRA Contact Name],

Thank you for your query dated [insert date] regarding [insert specific subject of the query]. We appreciate the opportunity to address your concerns.

Response to Query:

1. **[Specific Question/Concern]**

- [Your detailed response explaining how you plan to address this aspect.]

2. **[Additional Question/Concern]**

- [Your detailed response providing the necessary information or clarification.]

3. **[Any Other Relevant Information]**

- [Include any additional information that may assist in understanding the context of your responses.]

We aim to ensure all matters are addressed to your satisfaction, and we are committed to complying with all applicable regulations and standards. Please let us know if you require any further information or clarification on the points raised.

Thank you for your attention to this matter. We look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]