

Drug Quality Assurance Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

We are writing to inform you about a recent evaluation of the quality assurance measures related to the drug product [Product Name]. It has come to our attention that certain quality standards may not have been met during recent inspections.

As part of our commitment to ensuring the highest standards of drug safety and efficacy, we request your immediate attention to the following issues:

- Detail of the issue 1
- Detail of the issue 2
- Detail of the issue 3

We require your full cooperation in addressing these matters promptly and would appreciate your response by [Response Deadline]. Please outline your proposed corrective actions and timeline for implementation.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]