

Drug Sample Request Clarification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution/Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Institution/Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the process for obtaining drug samples for our upcoming clinical trial titled "[Trial Title]." Our team is eager to ensure that we adhere to all guidelines and requirements necessary for compliance.

Specifically, we would like to clarify the following points:

- [Clarification Point 1]
- [Clarification Point 2]
- [Clarification Point 3]

We appreciate your assistance in this matter and are looking forward to your prompt response.

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Company]