

Drug Sample Request Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are reaching out to seek clarification regarding the drug sample request as outlined in our collaboration agreement dated [Insert Date of Agreement].

Specifically, we would appreciate further details on the following points:

- The quantity of drug samples to be supplied.
- The timeline for delivery of the samples.
- Any specific regulatory requirements we need to adhere to during this process.

We believe that addressing these points will facilitate a smoother collaboration and ensure compliance with all necessary guidelines. Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]