

Drug Sample Request Clarification

Date: [Insert Date]

To: [Recipient's Name]

Department of [Relevant Department]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the drug sample requirements for our upcoming grant proposal for [Project Title]. We aim to ensure that all specifications align with the funding guidelines.

Specifically, we seek guidance on the following points:

- Quantity of samples required
- Preferred type or formulation of the drug
- Any specific documentation or certifications needed

We appreciate your support and guidance in this matter, as it is crucial for the success of our proposal. Please let us know a suitable time for us to discuss this further, or if you could provide the information via email.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]