

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the compliance of our product labeling with applicable regulations. We want to ensure that our labels meet all necessary requirements and standards.

Specifically, we would like clarification on the following points:

- [Insert specific question 1]
- [Insert specific question 2]
- [Insert specific question 3]

We appreciate your guidance on this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]