Letter of Invitation for GMP Inspection   
of Our Manufacturing Facilities

[Insert date]

[Insert contact person name, if known]

[Insert name of regulatory authority]

[Insert address of regulatory authority]

Dear Sir/Madam,

This letter hereby invites the agency [insert name of regulatory authority] to carry out GMP inspection of [insert name of manufacturer] who manufactures [insert product name],[insert product description] for [insert sponsor/legal manufacturer name].

**Name of manufacturing facility and address**:

[Insert name]

[Insert address]

**Contact details at manufacturer:**

Quality personnel name:

Quality personnel title:

Tel:

Email:

The closest airport to the manufacturing facility is [insert airport name, address].

**Contact person in [insert country where registration is being sought] (Applicant)**

Name:

Company Name:

Address:

Tel:

Email:

Sincerely,

Authorized Signatory

[Insert name, title]

[Insert company name]

[company stamp, if required]