Samples Commitment Letter for a Registered Product

[Insert date]

[Insert contact person name, if known]

[Insert name of regulatory authority]

[Insert address of regulatory authority]

**RE:** Commitment letter for [product name (authority registration number / authority reference number)]

We refer to our registered product,[insert name of product brand (product generic name and strength)] registered on [insert date], and the Authority’s [insert request/requirement] for [insert number] product samples.

We wish to advise the Authority that a commercial batch for distribution of [insert product brand name] in [insert country] has not been manufactured yet. As a result, we are unable to provide [insert number] commercial samples to accompany the application for variation. Enclosed is a copy of the mock labelling artwork proposed for commercializing the product in the country once the variations are approved.

The first [order/consignment] of the product is estimated to arrive in [insert country] on [insert date]. This letter serves as commitment that if the enclosed mock labelling artwork is deemed insufficient by the Authority, we will submit samples from the scheduled consignment to the Authority.

We trust our request meets your favorable opinion.

Sincerely,

Authorized Signatory

[Insert name, title]

[Insert company name]

[Company stamp, if required]