Memo No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

To,

[Name of company]

[Address]

Attention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject: DOSSIER DEFICIENCY LETTER**

Application Reference Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In response to your application number mentioned above related to the Marketing Authorization of the following product, you are requested to provide the following information(s) as early as possible.

 Trade name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Generic name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Strength(s) per dosage unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dosage form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. “The application has not been accepted for evaluation because the following documents are not complete or missing \_\_\_\_example: Module 3: Literature Reference\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The review of the application will commence once you submit the above missing documents.

Yours faithfully

 [Insert Signature]

Director General,

Directorate General of Drug Administration

&

Licensing Authority (Drugs)

Government of the People’s Republic of Bangladesh