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

[Name of company]

[Address]

Attention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g. Regulatory Affairs Manager)

**Subject: Application for sending samples for testing**

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

Dear Sir,

You are requested to send samples of your product for testing and analysis to the Drug Testing Laboratory (DTL) or Chittagong Drug Testing Laboratory (CDTL). In your submission, make sure to include:

* The minimum sample required (information can be found at [www.dgda.gov.bd](http://www.dgda.gov.bd))
* Relevant analytical documentation for better understanding
* Copy of The Bank Treasury Chalan receipt

Yours faithfully

[Insert Signature]

Director General,

Directorate General of Drug Administration

&

Licencing Authority (Drugs)

Government of the People’s Republic of Bangladesh