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

[Name of company]

[Address]

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

**Subject: REVIEW DEFICIENCY LETTER**

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

In response to your application number mentioned above related to the Registration/Marketing Authorization of the following product, you are requested to provide response or submit the necessary document(s) to the following deficiency(ies) in order to complete the dossier evaluation process.

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

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

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

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

See below or the attached file(s) for the list of deficiency(ies) to be addressed.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The review of the application will commence again once you submit your responses. If you have any queries as to the meaning of this letter, you should contact the undersigned immediately.

Yours faithfully

 [Insert Signature]

Director General,

Directorate General of Drug Administration

&

Licencing Authority (Drugs)

Government of the People’s Republic of Bangladesh