**LAWYER APPOINTMENT LETTER**

Dear DMF Staff

This letter will serve to advise your office that we have appointed the following company as our U.S. Agent for Drug Master File purposes:

**Company NAME:**  *Enter the name of the company that is being appointed as the Agent.***Contact person’s Name:** *Enter the name of the contact person at the Agent***Title:** *Enter the title of the Contact Person***Telephone number:** *Enter the telephone number of the Contact Person***Address:** *Enter the mailing address of the Contact Person*

*Enter the specific responsibilities of the Agent.*

Please disregard any previous appointments **(where applicable).**

Sincerely,

Signature of Responsible Official

*Name of Responsible Official*

*Responsible Official’s Title*

*Responsible Official’s Company i.e. Holder*

*Responsible Official’s Telephone number*

*Responsible Official’s Fax number*