

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Food and Drug Administration
555 Winderly Place, Suite 200
Maitland, FL 32
Telephone: (407) 475-4700
FAX: (407) 475-4768

Date: (Enter Date)

Responsible Firm

ABC Firm

1st Avenue

City, State, Zip Code

To: Supervisory Investigator

FEI: 123456789

From: Jane Smith
Investigator, Florida District

Subject: Special Investigation

Text of Investigation

ENDORSEMENT

TO:

Signature of Supervisory Investigator (or designee)

O: Home District Responsible Firm
cc: State or Federal Agency
cc: Accomplishing District
cc: Program Monitor (if applicable)
cc: Consumer Complaint Coordinator (if applicable)