



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

Date: (Enter Date)
To: Supervisory Investigator
From: Jane Smith
 Investigator, Florida District
Subject: Special Investigation

Responsible Firm
 ABC Firm
 1st Avenue
 City, State, Zip Code
FEI: 123456789

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)