

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title/Department]
[Regulatory Body/Organization Name]
[Recipient Address]
[City, State, Zip Code]

RE: Response to Notice of Non-Compliance - [Reference Number/Campaign Name]

Dear [Recipient Name],

This letter is in formal response to your notice dated [Date of Notice] regarding the compliance review of our advertising materials for [Product/Service Name].

We take regulatory compliance and transparency seriously. Following your inquiry, we have conducted an internal review of the materials in question. Please find our response to the specific points raised below:

- **[Point 1 from Notice]:** [Explain your company's stance or the corrective action taken regarding this specific claim or image].
- **[Point 2 from Notice]:** [Explain your company's stance or the corrective action taken regarding this specific claim or image].

As a result of this review, we have taken the following actions:

[Option A: We have immediately ceased the distribution of the materials in question.]
[Option B: We have amended the advertisements to include the necessary disclosures and substantiations as attached.]

Enclosed with this letter are copies of the revised materials and [any supporting documentation/scientific data] for your review. We believe these modifications bring our advertising into full alignment with [Name of Regulation/Act].

We appreciate the opportunity to resolve this matter. Should you require further information or have additional questions, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]
[Title]