

**Our Ref:**

[ *insert date here* ]

The Director General/CEO,  
National Institute for Pharmaceutical Research & Development (NIPRD)  
Idu Industrial Area,  
PMB 21 Garki,  
Abuja, FCT.

**REQUEST FOR THE FORMULATION OF MY HERBAL PRODUCT  
INTO TABLETS/CAPSULES**

I wish to request your services for the formulation of my herbal product (**name of product**) into tables or capsules. Each unit (table or capsule) should be 200mg of active component.

The powdered recipe will be delivered to you for tableting and capsulation whichever is appropriate and cheaper.

A total of 20,000 units will be required.

Kindly let me know the cost implication and how to progress in accessing this service.

I will also want to have the cost of sourcing 1kg dry-weight of each of the following plant/parts. (**List the plants/plant parts you wish to use in your product below**)

Thank you for your cooperation.

Yours faithfully,

**Name**  
**Telephone number and email address**