**FDA Sample Letter of Non-Repudiation**

**Instructions:** Copy the text below into your company’s letterhead and update the [Bracketed] sections. This page should be printed and hand-signed before mailing to the address listed below.

**[Company Letterhead]**

**[Today's Date]**

La Misha Fields  
Electronic Submissions Gateway  
U.S Food and Drug Administration  
3WFN, Room 1234  
12225 Wilkins Avenue  
Rockville, MD 20852

Re: Electronic Signature Certificate Statement

To Whom It May Concern:

Pursuant to Section 11.100 of Title 21 of the Code of Federal Regulations, this is to certify that **[Company Name]**, intends that all electronic signatures executed by our employees, agents, or representatives, located anywhere in the world, are the legally binding equivalent of traditional hand-written signatures.

Sincerely yours,

**[Hand-written signature]**

**[Name of Company Representative]  
[Company Representative Title**]