

**\*\*From:\*\***

M/S Karan Medicals,  
No. 22/F, Shop No. 7 from North,  
East Facing, Ground Floor,  
Thirumalai Street, Walajah – 632513,  
Walajah Taluk, Ranipet District,  
Tamil Nadu.

**\*\*To:\*\***

The Assistant Director of Drugs Control,  
Food Safety and Drug Administration,  
Vellore.

**\*\*Reference:\*\*** License No: TN/VLR/20/00207

**\*\*Subject:\*\*** Temporary Non-Operation of Medical Shop Due to Building Repairs

Respected Sir/Madam,

I wish to inform you that the building at the above-mentioned address is currently undergoing repairs, including electrical work, painting, and piping corrections. Due to this, I am temporarily unable to operate my medical shop.

The landowner has assured me that I will be able to resume my pharmacy operations once the repairs are completed. Until then, the medicines and stock from the shop have been safely stored in a nearby room under my control.

Once the repairs are completed, I will submit the necessary occupancy report to the concerned authority before resuming operations.

I kindly request you to consider this situation and provide any necessary guidance.

Thank you.

**\*\*Yours sincerely,\*\***

**\*\*Prema Karan Singh\*\***

Here is your modified letter with the updated line: