

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. Enclosed, please find a DNA test kit that you requested. We appreciate your participation in this process and look forward to assisting you with your testing needs.

To ensure accurate results, please follow the instructions included with the kit carefully. Once you have completed the sample collection, place it back in the provided packaging and send it to the address specified. If you have any questions or need assistance at any point, feel free to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing us for your DNA testing needs!

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Company Phone Number]
[Company Website]