

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient's Name],

I hope this message finds you well. This letter is to inform you that your appointment for DNA testing has been scheduled.

**\*\*Appointment Details:\*\***

- **\*\*Date:\*\*** [Appointment Date]
- **\*\*Time:\*\*** [Appointment Time]
- **\*\*Location:\*\*** [Testing Facility Address]

Please arrive at least [15/30] minutes early to complete any necessary paperwork. If you have any questions or need to reschedule, do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter. We look forward to seeing you.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization, if applicable]