

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Instructions for DNA Sample Collection

Dear [Recipient's Name],

We appreciate your cooperation in participating in our DNA sample collection process. Please follow the instructions below to ensure proper collection and handling of your DNA sample.

****Sample Collection Instructions:****

1. ****Materials Needed:****

- DNA collection kit (provided)
- Sterile swabs
- Sample collection envelope
- Identification label (included in the kit)

2. ****Preparation:****

- Wash your hands thoroughly with soap and water.
- Do not eat, drink, or smoke for at least 30 minutes prior to sample collection.

3. ****Sample Collection:****

- Take one sterile swab from the collection kit.
- Gently rub the swab against the inside of your cheek for approximately 30 seconds.
- Ensure you collect cells by swabbing the area thoroughly, using the same swab.
- Place the swab back into the collection envelope without touching any surfaces.

4. ****Labeling:****

- Use the identification label provided to label the sample envelope with your name, date of collection, and any other required information.

5. ****Return Instructions:****

- Place the labeled sample envelope in the provided shipping container.
- Ship the container to the address included in the kit using the prepaid shipping label.

6. ****Storage:****

- If you don't plan to return the sample immediately, store it in a cool, dry place until ready for shipment.

Please do not hesitate to contact us at [Contact Information] if you have any questions or need assistance.

Thank you for your participation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]