

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company or Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request clarification on the DNA test process provided by your company.

Specifically, I would like to understand the following:

1. The steps involved in collecting the DNA sample.
2. The estimated timeline for receiving results.
3. Any specific documentation required from my side.
4. The measures in place to ensure the confidentiality and security of my results.

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to my request.

Sincerely,

[Your Name]