

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request information regarding ancestry DNA testing services provided by [Company Name]. After researching various options, I am particularly interested in understanding how your services can help me explore my ancestry and genetic heritage.

Specifically, I would like to know:

1. The process involved in taking the DNA test.
2. The types of information provided in your ancestry reports.
3. Any additional resources or tools available for analyzing my results.
4. The cost and time frame for receiving my results.

I appreciate your assistance and look forward to your prompt response.

Thank you for your time and consideration.

Sincerely,

[Your Name]