

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for DNA Testing

I hope this letter finds you well. I am writing to formally request a DNA test to ascertain [briefly explain the purpose, e.g., paternity, ancestry, health reasons, etc.].

I would appreciate your guidance on the procedures, associated costs, and any necessary documentation required to initiate this process.

Please let me know how to proceed and if there are any specific forms I need to fill out. I can be reached at [your phone number] or [your email address] should you need any further information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]