

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the DNA testing services offered by your organization. I am considering undergoing a DNA test for [briefly explain reason, e.g., paternity testing, ancestry research, health risk assessment, etc.], and I would appreciate more information regarding your procedures, pricing, and confidentiality policies.

Could you please provide details on the following:

1. The different types of DNA tests available.
2. The process and timeline for obtaining results.
3. The cost associated with each test.
4. Any required documentation and sample collection methods.
5. Your privacy policy and how my data will be handled.

Thank you for your attention to this matter. I look forward to your prompt response so that I may proceed with the necessary steps.

Sincerely,

[Your Name]