

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

Dear [Recipient's Name],

Subject: Request for DNA Testing Services

I hope this letter finds you well. I am writing to formally request DNA testing services for [specific purpose, e.g., paternity testing, ancestry research, medical reasons, etc.]. Given the sensitive nature of this matter, I believe that your expertise will be invaluable in obtaining accurate and reliable results.

The specifics of my request are as follows:

1. **Purpose of Testing**: [Clearly state the purpose, e.g., to establish paternity, identify genetic conditions, confirm ancestry, etc.]
  2. **Sample Collection**: I would like to know the procedures for sample collection and any requirements for participants involved.
  3. **Confidentiality Assurance**: As this matter is highly personal, I would like to inquire about the confidentiality measures you have in place to protect sensitive information.
  4. **Testing Costs**: Please provide a detailed breakdown of any costs associated with the testing process, including payment methods and any additional fees.
  5. **Timeline for Results**: I would appreciate information regarding the typical turnaround time for receiving results once samples are submitted.
- I look forward to your prompt response and any additional information you may require from my side to facilitate this request. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]