

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

Dear [Recipient's Name],

Subject: Request for DNA Testing Information

I hope this letter finds you well. I am writing to inquire about the DNA testing services provided by [Company/Organization Name]. I am particularly interested in understanding the types of tests available, the process involved, and the associated costs.

Additionally, I would appreciate information on how to interpret the results and any follow-up services that may be offered. If there are any specific requirements or documentation needed to initiate the testing, please let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]