

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Organization/Company Name]  
[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 DNA testing for [specific purpose, e.g., paternity testing, ancestry analysis, etc.].

[Briefly explain the reason for the request. Include any necessary background information or context that may be relevant to the request.]

To facilitate this process, I am willing to provide any necessary information and documentation required. Please let me know the next steps and any forms I should complete to initiate the testing.

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

Sincerely,  
[Your Name]