

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: DNA Testing Request/Results

I hope this letter finds you well. I am writing to [request DNA testing/provide results] concerning [brief description of the purpose, e.g., paternity, ancestry, etc.].

[Introduce your relationship to the recipient, if applicable, and provide any necessary background information regarding the testing.]

For the DNA testing, I kindly ask that you [specific instructions or requirements for testing, e.g., provide samples, schedule an appointment, etc.].

If this letter is regarding results, please find the results enclosed/in the attached document. [Briefly summarize the results and their significance.]

Should you have any questions or require further information, please do not hesitate to reach out to me at [your phone number] or via email at [your email address].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]