

[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 your DNA testing services. Specifically, I am interested in understanding the types of tests you offer, the process involved, and the associated costs. Additionally, I would appreciate any information on the time frame for results and the measures you take to ensure privacy and confidentiality. Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]