

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request DNA testing services for [briefly explain the purpose, e.g., paternity testing, ancestry research, etc.].

[Provide any relevant details that support your request, such as identification information, previous correspondence, or specific requirements for the testing.]

Please let me know the necessary steps to proceed with this request, including any required forms, fees, and expected timelines for results. 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]