

[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 a DNA testing service for [specific purpose, e.g., paternity testing, ancestry analysis, etc.].

I would appreciate it if you could provide me with the necessary information and steps to initiate the testing process. Additionally, please include details regarding the expected turnaround time, costs involved, and any required forms I need to complete.

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

Sincerely,  
[Your Name]