

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

Subject: DNA Sample Transfer

Dear [Recipient Name],

I hope this letter finds you well.

We are writing to formally request the transfer of DNA samples as discussed in our previous correspondence. The details of the samples to be transferred are as follows:

- Sample ID: [Sample ID 1]
- Description: [Description]
- Quantity: [Quantity]
- Sample ID: [Sample ID 2]
- Description: [Description]
- Quantity: [Quantity]

Please ensure that the samples are packaged properly to maintain their integrity during transportation. We would appreciate it if you could send the samples by [Preferred Shipping Method] to our laboratory address listed above.

If you have any questions or require further information, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]