

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],  
Subject: DNA Sample Collection

I hope this letter finds you well. I am writing to inform you about the upcoming DNA sample collection scheduled for [Date] at [Location]. This collection is a vital part of [explain the reason for DNA collection, e.g., a research study, paternity testing, etc.].

Please find the relevant details below:

- \*\*Date of Collection:\*\* [Specify date]
- \*\*Time:\*\* [Specify time]
- \*\*Location:\*\* [Specify location address]
- \*\*What to Bring:\*\* [List any documents, identification, or items needed]

Your participation is greatly appreciated and will contribute significantly to [explain the importance of the sample]. If you have any questions or need further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Best regards,  
[Your Name]  
[Your Title/Position]  
[Organization Name]