

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Approval for DNA Sample Release

I am writing to inform you that your request for the release of the DNA samples has been reviewed and approved. Below are the details regarding the release:

- ****Sample Identification:**** [Sample ID/Number]
- ****Requested By:**** [Your Name/Organization]
- ****Purpose of Release:**** [Brief description of the purpose]
- ****Release Date:**** [Date of release]

Please ensure that the samples are handled in accordance with all applicable laws and regulations. Should you have any questions or require further information, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]