

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit a DNA sample for [specific purpose, e.g., genetic testing, ancestry analysis, etc.]. Please find the attached sample collection kit, which I have completed as per the instructions provided. Enclosed with this letter, you will find:

1. The DNA sample
2. Completed consent form
3. [Any additional documents, if necessary]

I understand the importance of this DNA analysis and provide my consent for the processing and use of my sample in accordance with your privacy policy. Please confirm the receipt of this sample at your earliest convenience.

Thank you for your assistance.

Sincerely,
[Your Name]