

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: DNA Sample Tracking

We are writing to inform you about the tracking process for the DNA samples submitted on [Submission Date]. Below are the details associated with your samples:

**\*\*Sample ID\*\*:** [Sample ID]

**\*\*Date Collected\*\*:** [Collection Date]

**\*\*Submission Date\*\*:** [Submission Date]

**\*\*Tracking Number\*\*:** [Tracking Number]

Please find enclosed [or attached] the tracking information, which includes the current status of your samples. You can utilize the tracking number provided to monitor the progress via our online system at [Tracking Website URL].

Should you have any questions or require further assistance, feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]

[Your Organization's Website]