

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

Dear [Recipient Name],

Subject: DNA Specimen Handling Procedures

I hope this letter finds you well. This correspondence serves to outline the proper handling and processing procedures for the DNA specimens that will be submitted for analysis.

1. ****Collection****: Ensure that the DNA samples are collected using sterile equipment and following standard protocols.
2. ****Storage****: Samples should be stored at [specific temperature] until ready for transport.
3. ****Transport****: Use appropriate packaging to prevent contamination during transit.
4. ****Documentation****: Include necessary documentation, such as consent forms and chain of custody records.

Please confirm receipt of this letter and your understanding of the outlined procedures.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization/Institution]