

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: DNA Specimen Information

We are writing to inform you about the DNA specimen collected from [specimen donor's name] on [collection date]. Below are the pertinent details regarding the specimen:

\*\*Specimen ID:\*\* [ID Number]

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

\*\*Type of Specimen:\*\* [e.g., saliva, blood, hair]

\*\*Purpose of Collection:\*\* [e.g., paternity testing, genetic analysis]

\*\*Storage Conditions:\*\* [e.g., room temperature, refrigerated]

\*\*Sample Expiration Date:\*\* [Date]

Please ensure that you keep this information confidential and handle the specimen according to the established protocols. If you have any questions or require further information, feel free to contact us at [your contact number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]