

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

[Recipient Name]  
[Recipient Title/Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: DNA Sample Preparation Instructions

I hope this message finds you well. Please find below the detailed instructions for the preparation of DNA samples for our upcoming analysis:

1. **\*\*Sample Collection:\*\***
  - Collect samples using [specify method, e.g., buccal swabs, blood, etc.].
  - Ensure that all collection tools are sterile and unopened before use.
2. **\*\*Labeling:\*\***
  - Clearly label each sample with the following information:
    - Sample ID
    - Date of collection
    - Collector's name
3. **\*\*Storage Conditions:\*\***
  - Store the samples at [specify temperature, e.g., -20degC, -80degC] to maintain integrity until transport.
  - Do not freeze and thaw samples multiple times.
4. **\*\*Transport:\*\***
  - Package the samples securely in an insulated container with dry ice or gel packs as required.
  - Include a chain of custody form with the shipment.
5. **\*\*Submission:\*\***
  - Please send the samples to the following address by [specify deadline]:

[Your Organization's Address]

If you have any questions or require further clarification on any of the above steps, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]