

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confidentiality of DNA Sample

I hope this message finds you well. I am writing to formally address the importance of maintaining the confidentiality of the DNA sample provided by me under [specific study, project, or contract details, if applicable].

It is my understanding that the handling of my DNA sample must adhere to strict ethical guidelines and legal regulations to ensure that my personal information remains protected. I kindly request that

[Organization Name] guarantees the following:

1. **\*\*Restricted Access\*\***: Access to my DNA sample and related data will be limited to authorized personnel only.
2. **\*\*Anonymity\*\***: All identifying information will be removed or anonymized to prevent any association with my identity.
3. **\*\*Data Security\*\***: Appropriate measures will be taken to secure all data storage and transmission related to my DNA sample to protect against unauthorized access.
4. **\*\*Informed Consent\*\***: My consent will be sought for any future use of my DNA sample beyond the original purpose for which it was collected.

I appreciate your attention to this matter and look forward to your confirmation that my DNA sample will be treated with the utmost confidentiality and respect.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]