

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request your DNA analysis services for a specific purpose.

[Briefly explain the reason for the request, e.g., paternity testing, ancestry research, forensic analysis, etc.]

I would appreciate it if you could provide me with information regarding your pricing, processing times, and any necessary procedures to initiate the testing. Additionally, please inform me about the types of samples that you accept and any specific requirements for submission.

I am looking forward to your prompt response so that I may proceed accordingly. Thank you for your attention to this matter.

Sincerely,
[Your Name]