

[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: Documentation of DNA Sample Collection

I hope this letter finds you well. I am writing to officially document the collection and processing of the DNA sample from [Subject's Name], which took place on [Date of Sample Collection]. This letter serves to confirm the following details regarding the sample collection:

1. ****Sample Collection Details****

- Date and Time: [Date and time of sample collection]
- Location: [Location of collection]
- Method of Collection: [e.g., Buccal swab, Blood draw]
- Name of Collector: [Name of the person who collected the sample]
- Witness: [Name of any witness, if applicable]

2. ****Chain of Custody****

- Sample ID Number: [Identification number of the sample]
- Description of Sample: [Description of the sample collected]
- Initial Handling: [Details on how the sample was initially handled and stored]
- Transfer of Custody: [Details about any subsequent transfers of the sample, if applicable]

3. ****Consent****

- [Subject's Name] provided informed consent for the collection and use of their DNA sample for the purpose of [State the purpose, e.g., genetic testing, forensic analysis, etc.].

4. ****Contact Information****

For any inquiries or additional information regarding this DNA sample, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. Please acknowledge receipt of this documentation by signing below and returning it to my office.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]
[Your Organization]

Acknowledgment of Receipt:

[Recipient Name]
[Recipient Title/Position]
[Date]