

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],
Subject: DNA Test Results

I hope this letter finds you in good health. I am writing to inform you that the results of your DNA test conducted on [Date of Test] are now available.

After thorough analysis by our laboratory team, the results indicate that [briefly summarize the key findings, e.g., paternity/maternity/ancestry information].

We understand that this information may be significant and potentially sensitive. If you have any questions or require further clarification regarding the results, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for choosing [Your Organization] for your genetic testing needs. We are here to assist you in understanding your results and any implications they may have.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]