

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

Dear [Recipient Name],

Subject: DNA Analysis Summary

I am writing to provide a comprehensive summary of the DNA analysis conducted on [sample description] collected on [date]. The primary objective of this analysis was to [state purpose, e.g., identify genetic relationships, confirm paternity, etc.].

The analysis was performed using [describe methodology, e.g., PCR amplification, sequencing techniques]. The results indicated that [briefly outline key findings, e.g., genetic matches, allele frequencies].

Furthermore, the implications of these findings suggest that [explain any conclusions drawn or recommendations based on the results].

For a detailed report, including data tables and interpretative analysis, please refer to the attached document. Should you have any questions or require further clarification, feel free to contact me at your convenience.

Thank you for your attention to this matter.

Sincerely,

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