

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: DNA Analysis Results

Dear [Recipient Name],

I hope this message finds you well.

I am writing to inform you that the results of your recent DNA analysis have been completed and are now available for review. Enclosed, please find a detailed report outlining the findings and interpretations of your genetic data.

Key highlights from your results include:

1. [Finding 1: brief description]
2. [Finding 2: brief description]
3. [Finding 3: brief description]

Please feel free to contact me if you have any questions or require further clarification regarding your results. I am here to assist you.

Thank you for choosing [Company/Organization Name] for your DNA analysis.

Sincerely,

[Your Name]
[Your Title]
[Company/Organization Name]