

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Organization/Institution]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: DNA Test Results

I hope this letter finds you well. I am writing to provide you with the details of the DNA analysis conducted on [sample description, e.g., "the samples collected from [individual's name or identifier]"].

**\*\*Summary of Findings\*\***

- **\*\*Sample Received:\*\*** [Date of receipt]

- **\*\*Analysis Methodology:\*\*** [Briefly describe methods used, e.g., "PCR amplification and sequencing"]

- **\*\*Results Overview:\*\***

- [Detail specific findings, e.g., "The following alleles were identified: A, B, C..."]

- [Provide any significant observations, e.g., "No mutations were found in the target regions."]

**\*\*Interpretation of Results\*\***

- [Explain the significance of the findings, e.g., "The identified alleles are consistent with..."]

- [Discuss any implications regarding paternity, ancestry, or health risks, if applicable.]

**\*\*Further Recommendations\*\***

- [Suggest any additional testing, consultation, or next steps, e.g., "For further clarity, a genetic counseling session is recommended."]

Please feel free to reach out if you have any questions regarding the results or require further clarification on any of the details mentioned above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

[Your Organization/Institution]