

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

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

Dear [Recipient's Name],

Subject: Notification of DNA Findings

I hope this message finds you well.

I am writing to inform you of the recent results pertaining to the DNA analysis conducted on [specify samples, e.g., blood samples, tissue samples, etc.] received on [date]. The findings have been analyzed thoroughly, and we would like to share the following important information with you:

1. **Summary of Findings**:

- [Briefly summarize key results, e.g., genetic markers identified, relationship conclusions, etc.]

2. **Interpretation of Results**:

- [Provide clear interpretation of the findings and any relevant context.]

3. **Next Steps**:

- [Outline any recommended actions, follow-up testing, or additional consultations needed.]

If you have any questions or require further clarification regarding the findings, please do not hesitate to reach out. We are here to assist you in understanding these results and their implications.

Thank you for your attention to this important matter.

Sincerely,

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