

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

Dear [Receiver's Name],

I hope this message finds you well.

I am writing to request the collection of laboratory samples for [specific purpose or study]. We require the following samples:

1. [Sample type 1 - description and quantity]
2. [Sample type 2 - description and quantity]
3. [Sample type 3 - description and quantity]

Please collect the samples at your earliest convenience. We would appreciate it if you could confirm the collection date and any necessary procedures we need to follow.

Thank you for your assistance in this matter.

Best regards,

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