

[Your Company/Organization Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Request for Sample Collection

We are reaching out to request your assistance in collecting samples for [specify purpose, e.g., research, testing]. The samples required are [specify type of samples], and we would appreciate it if you could provide them by [specify due date].

Please let us know if you need any additional information or if there are any forms we should complete prior to collection.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company/Organization Name]