

Subject: Lab Sample Collection Instructions

Dear [Recipient's Name],

I hope this message finds you well.

Please find below the instructions for the upcoming lab sample collection:

**\*\*Collection Date:\*\*** [Insert Date]

**\*\*Collection Time:\*\*** [Insert Time]

**\*\*Collection Location:\*\*** [Insert Location]

**\*\*Sample Type:\*\*** [Specify Sample Type]

**\*\*Preparation Instructions:\*\***

- [Detail any necessary preparation steps before sample collection]
- [Include fasting instructions, if applicable]

**\*\*Packaging Instructions:\*\***

- [Explain how to package the samples properly]

**\*\*Contact Information for Queries:\*\***

If you have any questions or require further assistance, please do not hesitate to reach out to [Contact Person's Name] at [Contact Number] or [Email Address].

Thank you for your cooperation!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]