

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

Dear [Recipient Name],

Subject: Diagnostic Sample Collection Information

I am writing to inform you about the procedure for the upcoming diagnostic sample collection scheduled on [Date] at [Location]. This initiative aims to [briefly state the purpose of the sample collection].

**\*\*Collection Details:\*\***

- **\*\*Date and Time:\*\*** [Date and Time]
- **\*\*Location:\*\*** [Specific Location or Address]
- **\*\*Type of Samples Collected:\*\*** [e.g., blood, urine, saliva]
- **\*\*Procedure:\*\*** [Briefly describe the collection process]

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

Please ensure that you:

- [List any necessary preparations, such as fasting, stopping medications, etc.]
- [Include any specific items to bring, like identification or insurance cards]

**\*\*Post-Collection Information:\*\***

After the sample collection, you will receive further instructions regarding [any follow-up actions, results timelines, etc.].

If you have any questions or require additional information, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]