

[Your Company/Organization Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Lab Sample Collection Notice

We hope this message finds you well. We are writing to inform you about the upcoming collection of samples as part of our [project/study/clinical trial, etc.].

Collection Details:

- \*\*Date of Collection:\*\* [Insert Date]
- \*\*Time of Collection:\*\* [Insert Time]
- \*\*Location:\*\* [Insert Location]
- \*\*Samples Required:\*\* [List of Samples]

Please ensure you are present at the collection site at the specified time. If you have any questions or need to reschedule, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]