

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Reminder for Scheduled Lab Sample Collection

I hope this message finds you well. This is a friendly reminder regarding the upcoming collection of lab samples scheduled for [date and time].

Please ensure that all necessary preparations are made ahead of the collection, including [any special instructions or requirements, such as fasting or specific storage conditions].

Should you have any questions or need to reschedule, do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Best regards,

[Your Name]  
[Your Title/Position]  
[Your Organization]