

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

Dear [Lab Manager's Name],

Subject: Laboratory Sample Collection Request

I hope this message finds you well.

I am writing to request the collection of samples for [briefly describe the purpose of the samples, e.g., research, testing, analysis] related to [specific project or study name]. We require the following samples:

1. [Sample Type 1] - [Quantity]
2. [Sample Type 2] - [Quantity]
3. [Any additional types or details]

Please find attached the necessary documentation, including [mention any relevant forms, consent letters, or protocols]. We would appreciate it if you could schedule the collection on [preferred dates and times] if possible.

Should you have any questions or need further information, feel free to contact me at [your phone number] or [your email address].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Organization]