

[Your Name]
[Your Position]
[Your Organization]
[Organization 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: Medical Sample Collection Request

I hope this message finds you well. I am writing to request your assistance in the collection of medical samples as part of our ongoing research/study on [briefly describe the purpose of the study].

Details of the sample collection are as follows:

- ****Sample Type:**** [e.g., blood, urine, saliva, etc.]
- ****Quantity Required:**** [e.g., number of samples or volume]
- ****Collection Date and Time:**** [specific date and time]
- ****Location for Collection:**** [specific location]
- ****Handling Instructions:**** [any specific instructions regarding the samples]

Your cooperation in this matter is crucial to the success of our project, and we greatly appreciate your support. Please let us know if you are able to assist us by [RSVP deadline].

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]