

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [your position] at [your organization]. We are conducting an important research project aimed at [briefly describe the purpose of the research, e.g., understanding a specific health issue, improving treatment options, etc.].

As part of this project, we are seeking to collect biological samples from volunteers who meet certain criteria. We believe that your participation could significantly contribute to our understanding of [specific aspect related to the research].

We would like to kindly request your assistance in providing a biological sample of [specify the type of sample needed, e.g., blood, saliva, tissue, etc.]. The sample collection will be conducted [specify the method, location, and duration of the collection process, if applicable] to ensure your convenience and comfort.

Your participation in this study is entirely voluntary, and all samples collected will be handled with the utmost care and confidentiality, in accordance with ethical guidelines. We are committed to protecting your privacy and the integrity of your personal data throughout this process. If you are interested in contributing to this important research and would like to learn more about the sample collection process, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for considering this opportunity to support our research efforts. We greatly appreciate your time and willingness to help advance our understanding of this critical area.

Warm regards,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Organization]
[Your Contact Information]