

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to request the collection of laboratory specimens related to [specific study, project, or patient case]. The specimens are crucial for [brief explanation of the purpose, e.g., diagnostics, research, etc.].

Details of the specimen collection are as follows:

- **\*\*Type of Specimens\*\***: [e.g., blood, urine, tissue samples]
- **\*\*Quantity Required\*\***: [e.g., number of samples]
- **\*\*Preferred Collection Date\*\***: [insert date]
- **\*\*Collection Location\*\***: [insert location]

Please ensure that the specimens are collected in accordance with the established protocols to maintain their integrity for analysis. If you have any questions or require further details, do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your cooperation and support in this matter.

Sincerely,

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