

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Sample Collection Confirmation

We are writing to confirm the scheduled collection of samples as per our agreement. The details are as follows:

****Collection Date:**** [Insert Date]

****Collection Time:**** [Insert Time]

****Location:**** [Insert Collection Location]

****Type of Samples:**** [List Sample Types]

****Contact Person:**** [Insert Contact Person Name and Phone Number]

Please ensure that the samples are prepared and ready for collection at the specified time. If you have any questions or require further information, do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]