

[Your Laboratory Name]
[Your Laboratory Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]

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

Dear [Recipient's Name],

Subject: Sample Collection Notification

We are writing to inform you about the upcoming sample collection scheduled for [date] at [location]. Your participation is crucial for [briefly explain the purpose of the sample collection].

Details of the Sample Collection:

- ****Date:**** [Insert Date]
- ****Time:**** [Insert Time]
- ****Location:**** [Insert Location]
- ****Samples Required:**** [List types of samples to be collected]

Please ensure that all necessary preparations are made prior to the scheduled collection date. If you have any questions or require further information, do not hesitate to contact us at [phone number] or [email address].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Laboratory Name]