

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

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

Dear [Recipient Name],

Subject: Sample Collection Procedure

We are writing to provide you with the sample collection procedure for [type of samples] that are to be sent to our laboratory for analysis. Please follow the steps outlined below to ensure proper and efficient handling of the samples.

1. **Sample Collection**

- Use only sterile equipment and containers provided by our laboratory.
- Clearly label each sample with patient ID, date, and time of collection.
- Follow the specific collection guidelines for [type of sample] as per the attached instruction document.

2. **Sample Handling**

- Store samples at the designated temperature until transport.
- Avoid any cross-contamination by using separate tools for each sample.

3. **Transporting Samples**

- Place samples in a sealed, leak-proof container for transportation.
- Ensure samples are transported under the specified conditions (e.g., refrigerated, room temperature).
- Use our designated courier service or follow the outlined shipping methods to prevent delays.

4. **Documentation**

- Complete the sample submission form included in the attachment.
- Ensure that all required information is filled out accurately to avoid processing delays.

5. **Communication**

- For any questions regarding the collection or shipping procedures, please contact us at [Phone Number] or [Email Address].

We appreciate your cooperation in following these guidelines to ensure the integrity of the samples and the accuracy of results.

Thank you for your attention to this important process.

Sincerely,

[Your Name]

[Your Title]

[Your Laboratory Name]

[Your Laboratory Signature] (if sending a hard copy)

[Attachments: Sample Collection Guidelines, Sample Submission Form]