

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Institution/Organization]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Lab Specimen Collection

We are writing to confirm the arrangements for the collection of specimens as part of [study/test name or purpose]. Below are the details for the specimen collection:

**\*\*Patient Information:\*\***

- Name: [Patient's Name]
- Date of Birth: [Patient's DOB]
- Medical Record Number: [MRN]
- Test Required: [Test Name/Description]

**\*\*Collection Instructions:\*\***

- Please collect the specimen using [specific technique/protocol].
- Ensure all necessary materials are prepared and sterile.
- [Any additional instructions, if applicable].

**\*\*Collection Date and Time:\*\***

- [Date] at [Time]

**\*\*Location of Collection:\*\***

- [Collection Site Name and Address]

Please ensure that specimens are labeled accurately and transported according to our guidelines to ensure integrity. We appreciate your cooperation and look forward to receiving the specimens for analysis. Thank you for your attention to this matter. Should you have any questions, please do not hesitate to contact us at [phone number] or [email address].

Sincerely,

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