

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

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

Dear [Recipient's Name],

Subject: Sample Collection Request

I hope this message finds you well. I am writing to inform you that we are scheduled to collect samples for [specific purpose or study] on [date]. The collection will take place at [location] and is expected to last approximately [duration].

Please ensure that the necessary samples are prepared in advance. The following items are required:

- [List of required samples]
- [Specific handling instructions, if any]

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]