

Sample Shipment Handling Procedures

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Handling Procedures for Sample Shipment

Dear [Recipient Name],

We are pleased to inform you that your sample shipment is on its way. Please follow the handling procedures outlined below to ensure the integrity of the samples:

1. Receipt of Samples

- Upon receipt, verify that the package is sealed and undamaged.
- Check the shipment against the packing list included.

2. Storage Conditions

- Store samples at the specified temperature as indicated on the packaging.
- Avoid exposure to direct sunlight or extreme temperatures.

3. Preparation for Testing

- Before testing, allow samples to reach room temperature if necessary.
- Use clean, sterile tools to avoid contamination.

4. Reporting Issues

- If you observe any discrepancies or issues with the samples, contact us immediately at [Your Contact Information].

Thank you for your attention to these procedures. We look forward to your feedback on the samples.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]