

Request for Forensic Laboratory Analysis

Date: [Insert Date]

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Laboratory Name]

[Laboratory Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request forensic laboratory analysis for drug testing related to [briefly explain the context, e.g., an ongoing investigation, employee screening, etc.]. We have collected samples that require forensic analysis to determine the presence of controlled substances.

The samples are as follows:

- Sample Type: [e.g., urine, blood]
- Sample Collection Date: [Insert Date]
- Sample ID/Reference Number: [Insert Reference Number]

Please conduct the following tests:

- [Test 1 Description]
- [Test 2 Description]
- [Test 3 Description]

We require the results to be returned by [insert deadline if applicable] to ensure timely processing. If you need any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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