

Date: [DD/MM/YYYY]

Place:

To,
The Director
Wildlife Research & Training Centre
Fetri, Nagpur
Maharashtra - 441501

Subject: Submission of Forensic Samples for Analysis...

Respected Sir,

I am submitting the following forensic samples for analysis to your institution. The details of the sender and submitted samples are as follows:

1. Sender Details:

Name	Designation	Organization	Contact No.	Email ID
[Sender's Name]	[Designation]	[Organization Name]	[Phone No.]	[Email ID]

2. Sample Submission Details:

Date of Collection	Place of Collection	Collected By	Case Reference No. (if any)
[DD/MM/YYYY]	[Location]	[Name & Designation]	[Reference No.]

3. Tests Required:

Sr. No.	Test Name	Tick (✓)
1.	Morphological Identification	<input type="checkbox"/>
2.	Wildlife Forensic Trichology (Hair Analysis)	<input type="checkbox"/>
3.	Species Identification	<input type="checkbox"/>
4.	Sex Determination	<input type="checkbox"/>
5.	Individual Identification	<input type="checkbox"/>
6.	Pathogen Screening	<input type="checkbox"/>
7.	Others (Specify)	<input type="checkbox"/>
[Write here]		

4. List and Description of Submitted Samples:

Sr. No.	Sample Type	Description	Quantity	Condition
1.	[Tissue/Blood/Feather/Bone]	[Brief description]	[No. of samples]	[Fresh/Decomposed]

Sr. No.	Sample Type	Description	Quantity	Condition
2.	[Hair/Claw/Skin]	[Brief description]	[No. of samples]	[Condition]
3.	[Other]	[Details]	[No. of samples]	[Condition]

5. Brief Case History

[Provide a short background of the case, including why the forensic examination is required and its significance in the investigation.]

6. Remarks (if any)

[Any additional information relevant to the sample submission]

I request you to kindly process the submitted samples and provide the analysis report at the earliest. I assure you that all necessary precautions have been taken during sample collection, handling, and transportation.

Enclosures:

1. Copy of case reference (if any)
2. Chain of custody form
3. Any other relevant document

Thank you for your support and cooperation.

Yours sincerely,

[Sender's Name]

[Designation]

[Organization Name]

[Contact Information]