[Your Name]

A.J Drexel Nanomaterials Institute

3141 Chestnut Street

Philadelphia, PA 19104

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I hope you are well. I am sending you research samples for [project name] or [analysis type]. The samples contain [quantity of X, quantity of Y, etc...]. They are non-hazardous, however should be stored via [insert storage and handling conditions here such as under vacuum or in a dry, dark environment, etc.]. These materials were prepared by me [or someone else] during [given time frame].

I look forward to hearing from you soon regarding the sample results [or whatever you plan to do next in the project, give the person a next step]. If you have any questions, please contact me at [phone number/email].

Sincerely,

[Your Name]

[Your title]

Drexel University