[Your Name/Department]
[Your Organization]
[Date]

[Laboratory Name]
[Laboratory Address]
[City, State, Zip Code]

Subject: Request for Retesting - Sample Contamination Notification

Dear [Laboratory Manager Name or Contact Person],

I am writing to formally request a retest for the following sample(s) submitted to your laboratory on [Original Submission Date]:

- **Sample ID/Batch Number:** [Insert ID]
- **Type of Material:** [Insert Material Type]
- **Original Test Requested:** [Insert Test Name, e.g., Aerobic Plate Count]
- **Report Number (if applicable):** [Insert Report Number]

We received the results on [Date], which indicated [briefly describe the issue, e.g., evidence of exogenous contamination / inconclusive results due to microbial overgrowth]. Based on our internal review and the nature of the findings, we suspect that the sample integrity was compromised during [collection/transport/processing].

Please proceed with the retesting using: (Select one)

- The backup/reserve sample currently held at your facility.
- The fresh sample which we will provide by [Date/Time].

We request that you investigate any potential laboratory-side deviations and provide an updated Certificate of Analysis (CoA) once the retesting is complete. Please notify us of any additional costs or documentation required to expedite this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]
[Your Phone Number/Email]