

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Referee's Name]

[Referee's Position]

[Referee's Institution]

[Referee's Address]

[City, State, Zip Code]

Dear [Referee's Name],

I hope this message finds you well. I am writing to seek your assistance as a referee for my upcoming research collaboration project titled "[Project Title]." Your expertise in [Relevant Field/Topic] would be invaluable in providing insights and credibility to the project.

If you agree to act as a referee, I would like to include your contact details, so interested parties can reach out to you for your perspective on my work. Please let me know if you are comfortable with this.

Thank you very much for considering this request. I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Institution]