

# Follow-Up on International Research Collaboration

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous discussions regarding the international research collaboration between [Your Institution's Name] and [Recipient's Institution's Name].

As we discussed during our last meeting, the goals of our collaboration include [briefly state the goals]. I wanted to check in to see if there have been any updates or progress on your end since our last conversation.

Additionally, if there are any questions or further information needed from my side, please do not hesitate to reach out. I am keen to ensure we keep the momentum going and achieve our mutual objectives.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Institution's Name]

[Your Contact Information]