

[Your Name]
[Your Position]
[Your Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Institution]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [your title/position] at [Your Institution]. I am writing to express my interest in exploring potential collaboration opportunities in [specific research area or project].

Having followed your work on [specific topic or project], I am impressed by [specific aspect of their work] and believe that a partnership between our teams could yield significant advancements in [research goal or application].

I would appreciate the opportunity to discuss this further and explore how our combined expertise could contribute to [specific outcome or objective]. Please let me know your availability for a meeting or a call in the coming weeks.

Thank you for considering this opportunity. I look forward to your response.

Sincerely,
[Your Name]