

# Letter of Introduction for Research Partnership

Date: [Insert Date]

Recipient Name  
Recipient Title  
Institution Name  
Address Line 1  
Address Line 2

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Position] at [Your Institution]. I am reaching out to explore a potential research partnership that aligns with our mutual interests in [specific research area].

At [Your Institution], we have been actively engaged in [brief description of your research or project], and I believe that a collaboration with your team could yield significant benefits for both sides, particularly in [mention specific goals or outcomes].

I would appreciate the opportunity to discuss this further and explore how we can work together on [project or research topic]. Please let me know your availability for a meeting, either virtually or in-person, at your convenience.

Thank you for considering this potential partnership. I look forward to the possibility of collaborating with you.

Sincerely,

[Your Name]  
[Your Title]  
[Your Institution]  
[Your Phone Number]  
[Your Email Address]