

[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. I am writing to propose a collaboration between [Your Institution] and [Recipient Institution] for the purpose of applying for research funding on [specific research topic].

Given our mutual interests in [briefly describe relevant areas of expertise or interest], I believe that a partnership would greatly enhance our research capabilities and potential outcomes. The project aims to [provide a concise description of the project's goals and significance].

I would like to explore the possibility of working together to leverage our combined resources and expertise. I am confident that our collaboration can lead to innovative solutions and impactful results.

Could we schedule a meeting to discuss this proposal further? I am looking forward to your thoughts and hope to embark on this promising journey together.

Thank you for considering this collaboration.

Sincerely,
[Your Name]
[Your Position]
[Your Institution]