

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

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

Dear [Recipient Name],

I am writing to express my intent to apply for a research collaboration grant focused on [briefly describe the research topic]. My team at [Your Institution] is interested in collaborating with [Recipient Institution] to explore [specific objectives of the collaboration].

This research aims to [detail the purpose and significance of the research]. With our combined expertise in [relevant fields], we believe that our collaboration could yield significant contributions to [expected outcomes or benefits].

We would like to set up a meeting to discuss this opportunity further and outline our shared goals and potential contributions to the project. Please let me know a convenient time for us to connect.

Thank you for considering this collaboration. I look forward to the possibility of working together.

Sincerely,

[Your Name]
[Your Title]
[Your Institution]