

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Institution]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you in my capacity as [Your Position] at [Your Institution] to explore the possibility of a collaborative research initiative that seeks funding for [briefly describe the research topic].

We believe that combining our expertise and resources could significantly enhance the impact of this research, and we are keen to partner with your esteemed institution in this endeavor.

We have identified several potential funding sources that we could apply to together and feel that our collaborative efforts could yield promising results. I would be grateful if we could schedule a meeting to discuss this further and outline our mutual interests and goals.

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

Sincerely,

[Your Name]

[Your Position]

[Your Institution]