

Collaborative Research Findings Submission

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[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 submit our collaborative research findings entitled "[Title of Research]" conducted by [Your Institution] and [Collaborator's Institution].

As per our discussions, we have compiled the results and pertinent data, which we believe contribute significantly to [briefly state the significance]. We have attached the complete report for your review.

We would greatly appreciate your feedback on our findings and any suggestions for improvement. We believe that this research can pave the way for further studies and applications in [mention applicable field].

Thank you for your ongoing collaboration and support. We look forward to your valuable insights.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]