

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to propose a new sponsored research agreement between [Your Institution/Organization] and [Recipient's Organization]. We are excited about the possibility of collaborating on [briefly describe the research topic or project].

Our team, led by [Principal Investigator's Name], is well-equipped to undertake this research, which we believe aligns closely with the goals of [Recipient's Organization]. We anticipate that the outcomes of this study will [mention expected outcomes/benefits].

We are seeking funding in the amount of [insert amount] to support this research over a period of [insert timeframe]. In addition to financial support, we welcome any expertise or resources your organization could contribute.

We would appreciate the opportunity to discuss this proposal further and explore how we can work together effectively. Please let me know a convenient time for us to connect.

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

Sincerely,

[Your Name]

[Your Title]

[Your Institution/Organization]

[Your Phone Number]

[Your Email Address]