

Research Collaboration Request

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Position] at [Your Institution]. I am reaching out to explore potential collaboration opportunities between our institutions in the realm of science libraries.

As we are both aware, the role of libraries in supporting scientific research is crucial. I believe that by joining forces, we can enhance our collections, access to resources, and ultimately improve support for our research communities.

I would love the opportunity to discuss how we could collaborate on projects such as [insert specific project ideas or topics]. I am confident that our combined efforts could yield significant benefits for our researchers and patrons.

Please let me know a convenient time for you to discuss this further or if there is a preferred medium for our conversation. I am looking forward to the possibility of working together.

Thank you for considering this collaboration opportunity.

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