

Letter of Interest

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Institution]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in establishing a cross-institutional research alliance between [Your Institution] and [Recipient Institution]. Our research teams share a common goal of [specific area of research or objective], and I believe that a collaborative approach could enhance our efforts and yield significant results.

At [Your Institution], we have made strides in [briefly describe your institution's relevant work or research], and I am confident that combining our resources and expertise would create a dynamic partnership. We are particularly interested in [mention specific interests or projects], which aligns closely with the ongoing work at your institution.

I would appreciate the opportunity to discuss this proposal further and explore potential collaborative projects that could be mutually beneficial. Please let me know a convenient time for you to meet or if a virtual discussion would be preferable.

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

Sincerely,

[Your Name]

[Your Position]

[Your Institution]