

Inquiry for Joint Research Project

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 propose the possibility of a joint research project between [Your Institution] and [Recipient's Institution]. Our recent findings in [briefly describe your research area] have shown potential for collaboration, particularly in the areas of [mention specific areas of interest].

We believe that combining our resources and expertise could yield significant contributions to [describe the expected impact of the research]. I would like to suggest a meeting to discuss this potential collaboration in more detail.

Please let me know your availability for a meeting in the coming weeks. I look forward to the possibility of working together on this exciting opportunity.

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

Sincerely,

[Your Name]

[Your Position]