

Embassy of [Country]

[Date]

To Whom It May Concern,

I am writing to apply for a research visa for collaborative projects between [Your Institution/Organization Name] and [Partner Institution/Organization Name] located in [Country]. This collaboration aims to [briefly describe the purpose and significance of the research project].

As a [Your Position/Title] at [Your Institution/Organization Name], I am responsible for [briefly describe your role in the project]. The collaborative project is scheduled to take place from [start date] to [end date]. During this period, I will be engaging in [describe specific activities, e.g., workshops, research, meetings].

The joint research endeavor will not only enhance our scientific understanding but also foster international cooperation in the field of [mention relevant field or subject area]. Our team consists of esteemed researchers, including [list notable participants or institutions involved], ensuring a productive and impactful collaboration.

I kindly request that you grant me the necessary research visa to facilitate this important work. I am attaching all required documents, including [list of attached documents, e.g., invitation letter, project proposal, proof of funding].

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution/Organization Name]

[Your Contact Information]