

# Letter of Inquiry for Additional Research Collaboration

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Institution/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in exploring potential research collaboration opportunities between [Your Institution/Organization] and [Recipient's Institution/Organization]. Having followed your work on [specific topic or project], I believe that our combined expertise could lead to significant advancements in this field.

We are currently focused on [briefly describe your research focus or project] and would love to discuss ways we can collaborate on [specific idea or aspect of collaboration]. I am confident that our joint efforts could yield valuable results and insights.

I would appreciate the opportunity to discuss this further. Please let me know your availability for a meeting or a call in the coming weeks.

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

Best regards,  
[Your Name]  
[Your Position]