

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Institution]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to collaborate on research related to [briefly describe the research area or topic]. As a [your position] at [your institution], I believe that our combined expertise in [mention relevant fields] could lead to significant advancements in this area.

The objectives of the proposed collaboration are to [outline main objectives]. I envision that through this partnership, we can [describe potential outcomes or benefits].

I would be delighted to discuss this further and explore how we can align our interests and resources. Please let me know a convenient time for you to meet or schedule a call.

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

Sincerely,

[Your Name]

[Your Position]

[Your Institution]