

Letter of Collaboration

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Your Institution Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Institution]

[Recipient Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a collaboration for an upcoming academic presentation at [Event/Conference Name], scheduled for [Event Date]. Our shared interest in [specific topic or theme] highlights the potential benefits of combining our expertise.

We believe that a joint presentation that includes [specific details about the presentation and collaboration] could significantly enhance the depth and impact of the discussion. We would be thrilled to discuss how we can work together to bring this idea to fruition.

Please let me know if you would be interested in discussing this collaboration further. I look forward to your thoughts.

Thank you for considering this opportunity.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]