

# Letter of Request for Industry Collaboration

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to explore the possibility of establishing a collaboration between [Your Institution/Organization] and [Recipient's Company/Organization] in the field of [mention specific field or project].

We believe that our combined expertise and resources could lead to [briefly describe potential benefits or outcomes of the collaboration]. Our team has been working on [describe your project or research area], and we see great potential for synergy with your work in [mention relevant area of the recipient's company].

We would appreciate the opportunity to discuss this proposal further and explore how we can work together. Please let us know your availability for a meeting in the coming weeks.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[Your Contact Information]