

[Your Name]

[Your Title]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Institution]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Proposal for Joint Venture Research Collaboration**

Dear [Recipient Name],

I am writing to propose a joint venture research collaboration between [Your Institution] and [Recipient Institution]. Our teams have a strong alignment in [briefly describe field of study or research interest] and I believe that collaboration could lead to significant advancements in [specific goals or outcomes].

The objective of this collaboration would be to [describe the primary objective of the research]. We aim to leverage our combined expertise and resources to achieve [outline expected benefits or results].

I suggest we arrange a meeting to discuss this proposal further and explore how our institutions can work together effectively. Please let me know your available times for a discussion in the coming weeks.

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

Sincerely,

[Your Name]

[Your Title]

[Your Institution]