

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

[Recipient Name]
[Recipient Position]
[Funding Agency/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request funding for an international scientific collaboration project titled "[Project Title]." This project aims to [briefly describe the goal of the project and its significance].

Our team, comprised of researchers from [list institutions or countries], proposes to work together to [describe objectives and methodologies]. We believe that this collaboration will significantly contribute to [mention potential impacts and benefits].

To achieve our goals, we are seeking a funding amount of [specify amount] to cover [outline specific expenses such as travel, materials, or personnel]. We have detailed a budget and project timeline, available upon your request.

We would be grateful for any support your organization could offer to help us realize this project. The opportunity to collaborate internationally will not only enhance our research capabilities but also foster scientific exchange between our institutions.

Thank you for considering our request. We look forward to the possibility of working together for the advancement of science.

Sincerely,
[Your Name]
[Your Position]
[Your Institution]