

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Institution]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose the establishment of a collaborative research framework between [Your Institution] and [Recipient Institution]. Given our shared interests in [briefly mention specific areas of research], I believe that a partnership could significantly enhance our research capabilities and outcomes.

Our proposed framework aims to [briefly outline the goals of the collaboration], including but not limited to [mention specific activities such as joint research projects, data sharing, co-hosting workshops, etc.].

Furthermore, I suggest we hold an initial meeting to discuss this proposal and explore potential avenues for collaboration in more detail. I am available [provide a few options for dates and times], but I am more than willing to accommodate your schedule.

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

Warm regards,

[Your Name]

[Your Position]

[Your Institution]