

# Letter of Intent for Collaborative Research Partnership

Date: [Insert Date]

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

[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 a collaborative research partnership between [Your Institution] and [Recipient Institution] focused on [Briefly Describe Research Area or Topic]. Our shared interests and complementary strengths in this field present a unique opportunity to advance our understanding and address critical challenges.

To give you an overview, we propose to explore [Briefly Outline Key Objectives or Hypotheses]. We believe that by combining our resources and expertise, we can achieve significant outcomes that will benefit both institutions and the wider community.

I would appreciate the opportunity to discuss this proposal further and explore potential pathways for collaboration. Please let me know a suitable time for you to meet, or if you prefer, we can arrange a virtual discussion.

Thank you for considering this proposal. I look forward to the possibility of working together to advance our research goals.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution]