

Letter of Inquiry for Research Partnership

Date: [Insert Date]

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

[Recipient Name]
[Recipient Title]
[Recipient Institution]
[Recipient Address]
[City, State, Zip]

Dear [Recipient Name],

I am writing to express my interest in establishing a formal research partnership between [Your Institution] and [Recipient Institution]. As you may know, our teams share common research interests in [specific field or topic], and I believe that a collaboration could yield significant results in advancing our mutual objectives.

We are particularly interested in exploring [briefly outline specific areas of interest, proposed projects, or goals], and we believe that your expertise in [recipient's area of expertise] would greatly complement our efforts.

I would be grateful if we could schedule a meeting to discuss this potential partnership in more detail. Please let me know your availability for a call or meeting at your earliest convenience.

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

Sincerely,

[Your Name]
[Your Title]
[Your Institution]