

# Affiliation Inquiry Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Organization's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Title] at [Your Institution/Organization]. I am writing to inquire about potential affiliation opportunities between [Your Institution/Organization] and [Recipient's Organization].

We are particularly interested in exploring [briefly explain your interests or proposals for collaboration]. I believe that a partnership could be mutually beneficial in achieving our respective goals.

I would greatly appreciate the chance to discuss this opportunity further. Please let me know your availability for a meeting or a call.

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

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution/Organization]