

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Institution]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [your position] at [your institution]. I am writing to express my interest in exploring collaborative research initiatives that align with [mention specific research interests or goals].

Given your expertise in [recipient's research area], I believe that our combined efforts could lead to significant advancements in [specific field or topic]. I am particularly intrigued by [mention a specific project or aspect of their work] and see a potential for synergy between our teams.

I would appreciate the opportunity to discuss this further and explore possible avenues for collaboration. Please let me know a convenient time for us to connect.

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

Sincerely,

[Your Name]

[Your Position]

[Your Institution]