

[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 express my interest in establishing an academic partnership between [Your Institution] and [Recipient Institution] to collaboratively engage in research on [specific research topic or field].

Given the expertise and resources available at both our institutions, I believe that a partnership would greatly enhance our research capabilities and lead to impactful outcomes. We envision a collaborative approach to [briefly describe the goals of the research partnership].

I would appreciate the opportunity to discuss this proposal further and explore potential areas for collaboration. Please let me know a convenient time for you to meet or have a call in the coming weeks.

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

Sincerely,
[Your Name]
[Your Position]
[Your Institution]