

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip]

## **Subject: Research Contract Offer**

Dear [Recipient Name],

We are pleased to extend an offer for a research contract between [Your Company/Organization Name] and [Recipient Company]. This contract aims to explore [brief description of the research topic/goal].

Scope of Work:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Timeline:

The project is expected to commence on [start date] and conclude by [end date].

Financial Agreement:

The total funding for this research will be [amount], payable as follows:

- [Payment term 1]
- [Payment term 2]

We believe that this collaboration will be mutually beneficial and lead to significant advancements in [relevant industry/field]. We look forward to the opportunity to work together.

Please do not hesitate to contact us if you have any questions or require further details.

Thank you for considering this offer.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]