

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Institution/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to explore a collaborative research opportunity between [Your Institution/Organization] and [Recipient Institution/Organization]. Our mutual interest in [specific research area] presents a unique opportunity for collaboration that I believe could lead to valuable contributions in our field.

The purpose of this letter is to outline our interest in working together on [specific project or area of research], which we believe will benefit both parties through shared expertise and resources.

I would like to propose a meeting to discuss this collaboration further and explore potential avenues for partnership. Please let me know your availability in the coming weeks.

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

Sincerely,

[Your Name]

[Your Title]