

Partnership Proposal

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Institution]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a potential partnership between [Your Institution] and [Recipient Institution] to collaborate on research initiatives that align with our mutual interests.

At [Your Institution], we have been focused on [briefly describe your research focus or goal]. We believe that a collaboration with [Recipient Institution] would create significant opportunities for both parties, particularly in [mention specific areas of mutual interest].

We propose to explore the following collaborative efforts:

- [Collaboration Area 1]
- [Collaboration Area 2]
- [Collaboration Area 3]

We would appreciate the opportunity to discuss this proposal in more detail and explore how we can work together to advance our research goals. I am available for a meeting at your convenience, either virtually or in person.

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

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