

Request for Cross-Institutional Research Collaboration

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Your Institution Address]

[Your Email]

[Your Phone Number]

Dr. [Recipient's Name]

[Recipient's Position]

[Recipient's Institution]

[Recipient's Institution Address]

Dear Dr. [Recipient's Name],

I hope this message finds you well. I am writing to propose the initiation of a cross-institutional research collaboration between [Your Institution] and [Recipient's Institution]. Our teams share a mutual interest in [briefly describe the relevant field or topic], and I believe that our combined expertise could lead to significant advancements in this area.

The goals of this collaboration would include [list specific goals or objectives]. I believe that by pooling our resources and knowledge, we can achieve results that neither of our institutions could attain independently.

I would like to discuss this proposal further at your convenience, and I am happy to arrange a meeting or call to explore this opportunity. Please let me know your availability in the coming weeks.

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

Sincerely,

[Your Name]

[Your Position]

[Your Institution]