

# Letter of Intent for Joint Research Initiative

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Institution's Name]  
[Recipient's Institution's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to propose a joint research initiative between [Your Institution's Name] and [Recipient's Institution's Name], aimed at [briefly describe the focus and objectives of the research initiative].

This partnership seeks to leverage our respective strengths in [mention specific areas of expertise] to explore [specific research questions or challenges]. We believe that through collaboration, we can achieve significant advancements and contribute valuable insights to [specific field or community].

We envision this initiative encompassing [outline potential activities, such as joint workshops, shared publications, etc.]. Our goal is to foster a productive and sustainable research environment that benefits both parties.

We would be pleased to discuss this proposal further and explore avenues of collaboration. Please let us know your availability for an initial meeting.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution's Name]