

Collaboration Agreement Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to express our interest in collaborating on the upcoming interdisciplinary grant application titled "[Project Title]." The focus of this project is to [briefly describe the purpose and goals of the project], which we believe aligns with both of our organizations' goals and expertise.

Our proposed collaboration will leverage [mention key strengths or resources of your team] and [mention key strengths or resources of the other team]. We anticipate that by combining our efforts, we can achieve a more significant impact in [mention the field or area of research].

We propose to meet on [insert date] at [insert location or platform] to discuss this collaboration further and outline our strategies for the grant submission. Please let us know your availability and any initial thoughts you may have.

Thank you for considering this collaboration opportunity. We are excited about the potential of our combined efforts and look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Your Email]

[Your Phone Number]