

[Your Name]

[Your Position]

[Your Department]

[Your University]

[Your Email]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Institution]

[Recipient's Institution Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Position] in the [Your Department] at [Your University]. I am writing to inquire about the possibility of establishing a partnership for research funding opportunities.

The primary focus of our research aligns with [Briefly describe your research area]. We believe that collaborating with [Recipient's Institution or Name] could greatly enhance our capabilities and expand the impact of our work.

We are particularly interested in exploring potential grants such as [mention any specific grants or funding sources you have in mind], which could support our joint initiatives.

I would appreciate the opportunity to discuss this potential collaboration further. Would you be available for a meeting in the coming weeks? Please let me know a time that works for you.

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

Sincerely,

[Your Name]

[Your Position]

[Your University]