

# Proposal for Shared Access to Research Facilities and Resources

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a collaborative effort between [Your Institution/Organization] and [Recipient's Institution/Organization] for shared access to our respective research facilities and resources.

As you are aware, the advancements in [specific field/research area] require significant resources and infrastructure. By collaborating and sharing access to our facilities, we can enhance our research capabilities and drive innovation.

We propose [briefly outline the proposal, such as specific facilities/resources available, benefits, etc.]. This partnership will allow both our teams to [describe outcomes or advantages, such as improved research productivity, enhanced resource sharing, etc.].

We would appreciate the opportunity to discuss this proposal further at your earliest convenience. Please let us know a suitable time for a meeting or a teleconference.

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

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Your Email]

[Your Phone Number]