

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

[Date]

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Position] at [Your Institution]. I am reaching out to express my interest in collaborating with your esteemed university on research initiatives related to [specific research topic or area].

Having followed your work on [mention any specific project or publication], I am impressed by the innovative approaches your team is employing. I believe that our mutual interests in [explain shared interests or objectives] could lead to fruitful collaborations that would benefit both our institutions.

I would appreciate the opportunity to discuss this potential collaboration further and explore how we might work together on upcoming projects or grant applications. Please let me know a convenient time for us to connect or if you would prefer to meet in person.

Thank you for considering this proposal. I am looking forward to your positive response.

Sincerely,
[Your Name]
[Your Title]
[Your Institution]