

Inquiry for Collaboration

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Institution]. We are exploring potential collaborations in the area of academic publishing and believe that a partnership with [Recipient's Institution] could be mutually beneficial.

Our department has been involved in [briefly describe your department's work or focus area]. We are particularly interested in discussing opportunities for joint publications, research dissemination, and sharing resources.

Could we schedule a meeting to discuss this potential collaboration in more detail? I am available [provide a few options for dates and times], but I am open to accommodating your schedule.

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

Warm regards,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]