

Inquiry for Support

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are currently in the process of developing a grant proposal for an international collaboration project titled "[Project Title]." This initiative seeks to [briefly explain the objective of the project and its significance].

We believe that your expertise in [Recipient's Area of Expertise] would greatly enhance our proposal and the overall success of the project. Thus, we are reaching out to inquire if you would be willing to support our grant application by [specific ways the recipient can assist, e.g., providing a letter of support, collaborating on research, etc.].

We would greatly appreciate your positive consideration of our request. If you are interested, I would be happy to provide you with further details about the project, the objectives, and how your involvement can make a difference.

Thank you for considering our request. I look forward to the possibility of collaborating with you.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Phone Number]

[Your Email Address]