

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

[Recipient's Name]  
[Recipient's Institution]  
[Recipient's 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 writing to introduce myself and explore the potential for collaborative research in the field of [Research Area] during the upcoming [Conference Name] scheduled for [Conference Dates].

Having followed your work on [Recipient's Research Focus], I believe our combined expertise may lead to significant advancements in [Specific Topic of Interest]. I would greatly appreciate the opportunity to discuss potential collaborative projects that could be presented at the conference.

Please let me know if you would be interested in meeting during the conference or connecting virtually prior to the event. I am looking forward to the possibility of working together and exchanging ideas.

Thank you for your consideration. I hope to hear from you soon.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution]