

Dr. John Smith  
Department of Medicine  
XYZ University  
123 Medical Lane  
City, State, Zip Code  
Email: john.smith@xyz.edu  
Phone: (123) 456-7890  
Date: October 5, 2023

Dr. Jane Doe  
Department of Pharmacology  
ABC Institute  
456 Research Rd.  
City, State, Zip Code

Dear Dr. Doe,

I am writing to propose a collaboration between our research teams at XYZ University and ABC Institute. As you are aware, our recent studies on [specific topic] have shown promising results, and I believe that combining our resources and expertise could lead to significant advancements in [area of research].

Our proposed collaboration would focus on [specific research objectives or questions], utilizing both our laboratory facilities and data analysis capabilities. I am confident that our shared goals and complementary skills will enhance the impact of our research efforts.

I would like to discuss this proposal in more detail and explore how we can work together effectively. Please let me know a convenient time for you to meet or have a call in the coming weeks.

Thank you for considering this opportunity for collaboration. I look forward to hearing from you soon.

Sincerely,  
Dr. John Smith