

[Your Name]
[Your Title]
[Your Department]
Bowling Green State University
[Your Address]
Bowling Green, OH [ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Institution]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a potential research collaboration between Bowling Green State University (BGSU) and [Recipient Institution/Organization].

Our research team at BGSU is currently engaged in [briefly describe your research area or project], and we believe that your expertise in [recipient's area of expertise] could greatly enhance the scope and impact of our work.

We are particularly interested in exploring [specific aspects of collaboration or topics of mutual interest], and we believe that a partnership could yield significant contributions to both of our research agendas.

I would appreciate the opportunity to discuss this collaboration further and explore how we might work together. Please let me know a convenient time for you to connect, or I would be happy to arrange a meeting at your earliest convenience.

Thank you for considering this opportunity. I look forward to the possibility of collaborating with you.

Best regards,

[Your Name]
[Your Title]

Bowling Green State University