

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

[Recipient's Name]
[Title]
[Department/Institute Name]
[Institutional Affiliation]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for [Project Title]

I am writing to propose a research project titled [Project Title] that aims to [briefly describe the project's objective]. This project aligns with [mention any relevant IIT goals or areas of research] and has the potential to [discuss anticipated impact or benefits].

The key objectives of this project are:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

To achieve these objectives, the project will utilize [mention methods, technologies, or approaches to be used]. I estimate that the project will take [timeframe] and require a budget of [estimated budget].

I am keen to discuss this proposal further and welcome the opportunity for collaboration. Please find attached a detailed project plan along with my CV for your review.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Department/Institution]