

[Your Name]
[Your Position]
[Your Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Institution]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose a collaborative project titled "[Project Title]" that aims to [briefly describe the purpose and objectives of the project]. Our research team at [Your Institution] has identified a significant gap in the current literature regarding [specific issue], and we believe that this project will contribute valuable insights to the field of [Field/Discipline].

The primary goals of this project are as follows:

1. [Goal 1]
2. [Goal 2]
3. [Goal 3]

To achieve these objectives, we plan to employ [briefly outline your methodology or approaches]. We anticipate that the results of this research will [describe potential impacts or benefits].

We are seeking [describe any particular resources, funding, or collaborations needed]. Our team is confident that with your expertise and resources at [Recipient's Institution], we can successfully advance this project.

I would appreciate the opportunity to discuss this proposal with you in more detail. Please let me know a convenient time for us to connect.

Thank you for considering this proposal. I look forward to the possibility of working together to advance our understanding of [Research Topic].

Sincerely,

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