

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a potential research collaboration between [Your Institution/Organization] and [Recipient's Institution/Organization] in the area of [specific research topic/field].

[Briefly introduce your current research and its relevance, along with any related accomplishments.]

We believe that by combining our expertise, we can [mention potential benefits, such as advancement of knowledge, solving specific problems, etc.]. I am particularly interested in [specific aspects or projects] and believe your work in [Recipient's specific area or project] aligns well with our goals.

I would welcome the opportunity to discuss this collaboration further and explore how we can work together. Please let me know your availability for a meeting, either in person or virtually, at your earliest convenience.

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

Sincerely,

[Your Name]
[Your Title]
[Your Institution/Organization]