

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

[Recipient's Name]
[Recipient's Position]
[Zhejiang University]
[Department/School]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in establishing a collaborative project between [Your Institution] and Zhejiang University focused on [briefly state the project topic].

Given the shared goals of our institutions, I believe that a partnership could lead to significant advancements in [specific field or subject matter]. We have the expertise in [your expertise] that complements the research initiatives at ZJU, particularly in [specific area].

I propose that we schedule a meeting to discuss potential collaboration opportunities further. Please let me know your availability for a conversation in the coming weeks.

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

Sincerely,

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