

[Your Name]  
[Your Title/Position]  
[Department]  
[Ohio State University]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to introduce a research project titled "[Project Title]" that we are conducting at Ohio State University. This project aims to [briefly describe the purpose and goals of the research].

We believe that your expertise in [Recipient's area of expertise] aligns closely with our research objectives, and we would be honored to collaborate with you on this initiative.

The objectives of our project include:

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

We plan to [briefly describe the methodology or approach you will use], and we estimate the project to run from [start date] to [end date].

We would appreciate the opportunity to discuss this project further and explore potential collaboration. Please let us know your availability for a meeting or a call in the coming weeks.

Thank you for considering this opportunity. We look forward to the possibility of working together.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Ohio State University]