

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

University of Alberta
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Research Proposal Submission - [Title of Your Research]

I am writing to present a research proposal titled "[Title of Your Research]" for consideration within the [specific department or research center]. This proposal aims to [briefly state the purpose of the research and its significance].

The primary objectives of this research are:

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

To achieve these objectives, I plan to utilize [briefly describe the methodology or approach you will take]. This study is expected to contribute to [explain how it will impact the field or community].

I believe that collaborating with the University of Alberta will enable us to leverage [mention any specific resources, expertise, or facilities relevant to your research]. I am keen to discuss this proposal in more detail and explore potential avenues for collaboration.

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

Sincerely,

[Your Name]

[Your Position or Title, if applicable]

[Your Institution or Organization, if applicable]