

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

Dear [Recipient's Name],

Subject: Proposal for Research Collaboration

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

As you may know, our recent work on [briefly describe your research or project] has led us to explore new avenues that align with [Recipient's Institution]'s expertise in [related area or expertise].

We believe that by combining our resources and knowledge, we can [state the potential impact or goal of the collaboration]. Specifically, we are interested in [describe specific aspects of the proposed collaboration]. We would like to schedule a meeting to discuss this proposal further and explore how our collaboration could be mutually beneficial. Please let us know your availability in the upcoming weeks.

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

Warm regards,

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