

[Your Name]  
[Your Title/Position]  
[Department/School]  
[Name of Academic Institution]  
[Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Title/Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing on behalf of [Academic Institution/Department] to inquire about the possibility of establishing a collaborative research partnership between our institution and [Company Name]. As a leader in [briefly mention recipient's industry/field], your organization is at the forefront of innovation, and we believe that a partnership could yield significant mutual benefits.

Our research team specializes in [briefly describe your research focus or expertise], and we are currently exploring opportunities to apply our academic knowledge to real-world challenges in collaboration with industry leaders. We have identified several areas of shared interest, including:

- [Area of mutual interest #1]
- [Area of mutual interest #2]
- [Area of mutual interest #3]

The primary objective of this collaboration would be to leverage the complementary strengths of both institutions by combining our academic research capabilities with your practical industry expertise. We envision a partnership that could involve joint research projects, knowledge exchange, student internships, or co-development of technological solutions addressing industry needs.

We kindly invite you to discuss the potential for collaboration at a time convenient for you. We are excited about the prospect of working together to advance innovative research projects that not only benefit our institutions but also generate real-world impact.

Please let us know your interest and availability for an initial meeting. We look forward to exploring this opportunity and thank you for considering a partnership with [Academic Institution].

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Academic Institution]