

Letter of Inquiry for Collaborative Grant Research Proposal

[Your Institution's Letterhead or Contact Information]

[Date]

[Recipient Name]

[Recipient's Title/Position]

[Recipient Institution/Organization]

[Address Line 1]

[Address Line 2]

Dear [Recipient Name],

I am writing to express my interest in exploring a potential collaboration between [Your Institution/Department] and [Recipient Institution/Department] regarding the upcoming grant opportunity titled "[Funding Opportunity Name]" offered by [Funder Name].

Our research team, led by [Principal Investigator Name], focuses on [briefly describe your main research area or project goal]. We believe that a partnership with your group, renowned for your expertise in [relevant expertise or research area], would greatly enhance the innovation and impact of our proposed project, which aims to [briefly explain the main objective or challenge the project addresses].

We envision this collaboration could result in mutual benefits, such as combining complementary expertise, sharing resources, and increasing competitiveness for funding. Should we pursue this joint proposal, we anticipate addressing key challenges in [specific research area or issue], leading to outcomes such as [anticipated results, innovations, or broader impacts].

We would appreciate the opportunity to discuss this collaboration in more detail at your convenience. Please let us know if you would be available for a brief meeting or if you would prefer an exchange of written ideas before proceeding to a formal proposal.

Thank you for considering this opportunity. I look forward to your response and to the prospect of working together to advance this important research.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Institution/Department]

[Your Contact Information]

[Email Address]