

Letter of Inquiry for Bilateral Research Collaboration Opportunity

[Your Institution's Letterhead]

[Date]

Dr./Prof. [Recipient's Name]

[Title]

[Institution Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

[Country]

Dear Dr./Prof. [Recipient's Last Name],

I am writing on behalf of [Your Institution Name] to express our interest in establishing a bilateral research collaboration with [Recipient Institution Name]. As leading institutions in the field of [relevant discipline(s)], we recognize the significant benefit that can be realized by combining our resources, expertise, and innovative approaches.

Our research teams at [Your Institution Name] are currently engaged in several projects focused on [briefly describe main research areas or projects], which closely align with recent developments at your institution, as published in [relevant publication, conference, or announcement if applicable]. We believe there are numerous opportunities for mutual cooperation and the development of joint research initiatives, particularly in the areas of [list key areas of mutual interest].

We are keen to explore avenues for collaboration, including but not limited to joint research projects, staff and student exchanges, co-hosted workshops, and shared access to research facilities. Our aim is to foster a dynamic partnership that advances scientific knowledge, builds capacity, and delivers tangible impacts for our respective communities.

We would welcome the opportunity to discuss our ideas in more detail and explore how best to move forward. Please let us know your availability for an initial virtual meeting at your earliest convenience. Should you require further information about our research activities and institutional capabilities, we are pleased to provide any additional materials upon request.

Thank you for considering this proposal. We look forward to your positive response and the possibility of working together towards shared objectives.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Department/Faculty]

[Your Institution Name]

[Contact Email Address]

[Contact Phone Number]