

Letter of Inquiry for University Research Partnership

[Your Name]
[Your Title/Position]
[Department]
[University Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Institution/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing on behalf of [Your University/Department] to explore the possibility of establishing a research partnership between our institutions. At [Your University], we are committed to advancing knowledge and fostering innovation through collaborative research initiatives.

We have identified several areas of mutual interest, including [briefly mention specific research fields or topics of interest], and believe that a partnership with [Recipient's Institution/Organization] would be highly beneficial for both parties. Our faculty and research teams possess extensive experience in [mention relevant expertise or resources], which could complement the ongoing work at your institution.

Through this collaboration, we aim to:

- Facilitate joint research projects and publications
- Share research facilities and resources
- Organize academic workshops, conferences, and seminars
- Support student and faculty exchanges
- Promote mutual knowledge exchange and innovation

We would be delighted to arrange a meeting to discuss potential areas of collaboration further and to outline the steps for moving forward. Please let us know your availability for a virtual or in-person meeting at your earliest convenience.

Thank you for considering this partnership opportunity. We look forward to the possibility of working together to achieve shared research goals. Please feel free to contact me at [your email address] or [your phone number] if you require any additional information.

Sincerely,
[Your Name]
[Your Title/Position]
[Your University/Department]