

# Material Transfer Agreement

Dear [Recipient],

I am writing to request that you sign a Material Transfer Agreement (MTA) for the transfer of [tangible research material] from our laboratory at [Institution] to your laboratory at [Recipient Institution].

The [tangible research material] is being transferred for the purpose of [research purpose] and will be used only for this purpose. The MTA outlines the terms and conditions of the transfer and includes provisions for confidentiality, publication rights, and indemnification.

We have attached a copy of the MTA for your review and signature. Please let us know if you have any questions or concerns about the agreement. Once you have signed the MTA, please send a copy to our laboratory to confirm the transfer.

Thank you for your attention to this matter. We look forward to collaborating with you on this research project.

Sincerely,

[Your Name]