

Formal Academic MTA Request Email

Subject: Material Transfer Agreement Request - [Material Name]

Dear [Recipient Name/Technology Transfer Office],

I am writing to request a Material Transfer Agreement for [specific material/research tool] to support our research project titled "[Project Title]" at [Institution Name].

Our research team, led by [Principal Investigator], is investigating [brief research description]. The requested material is essential for [specific use/application] and will be used exclusively for non-commercial research purposes under the supervision of qualified personnel.

We commit to using the material solely for the agreed research purposes, maintaining appropriate safety protocols, and providing acknowledgment in any resulting publications. We are prepared to execute a standard MTA or work with your institution's preferred terms.

Please let me know what documentation is required and the timeline for processing this request. I have attached our research proposal and institutional information for your review.

Thank you for your consideration.

Sincerely,

[Your Name]

[Title]

[Institution]

[Contact Information]

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