

Formal International MTA Request Letter

Subject: International Material Transfer Agreement Request

Dear [Recipient],

We are writing to request a Material Transfer Agreement for the transfer of [material] from [Origin Country] to [Destination Country] for research collaboration between our institutions.

We acknowledge that international transfers may require additional compliance measures including export control regulations, import permits, and customs documentation. Our institution has experience with international material transfers and maintains appropriate licenses for handling [material type].

We have reviewed relevant regulations including [specific regulations] and confirm our ability to comply with all requirements. Our research project has been approved by our institutional review board and meets all safety and ethical standards.

Please advise on any additional documentation required for international transfer and expected processing timelines.

Respectfully,

[Your Name]

[Institution]

[Country]

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