

Informal Academic Request Email

Subject: Material Transfer Request for Student Research Project

Dear [Recipient],

I am a [degree level] student at [Institution] working under the supervision of [Advisor Name] on a research project involving [research area].

We would like to request [material] under a Material Transfer Agreement for my [thesis/dissertation/research project]. The material will be used exclusively for educational purposes and non-commercial research under direct faculty supervision.

My advisor has approved this request and our institution's technology transfer office is prepared to execute the necessary agreements. We understand all safety and handling requirements and have appropriate training and facilities.

This research is part of my academic program and any results will be shared in academic publications with appropriate acknowledgment.

Thank you for considering our request.

Best regards,

[Student Name]

[Advisor Name]

[Institution]

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