[Your Name]

[Your Department]

Downstate Health Sciences University (DHSU)

[Your Contact Information]

[Date]

David Christini, PhD

Senior Vice President for Research

Research Foundation Operations Manager

Professor of Physiology & Pharmacology

SUNY Downstate Health Sciences University

450 Clarkson Ave., MSC 31

Brooklyn, NY 11203

Subject: Proposal for Establishing a New [Center/Institute] at DHSU

Dear Dr. Christini,

I am writing to submit an initial proposal for the establishment of a new [Center/Institute Name] at DHSU. This [Center/Institute] aims to [briefly describe objectives and anticipated contributions to the field].

[In this section, provide a concise overview of the center's or institute’s objectives, its anticipated contributions to the field, and how it fills a unique niche at DHSU.]

[Optional] Furthermore, this proposal is aligned with a grant application for [mention grant title or RFA]. Attached is the relevant Request for Applications (RFA) and the projected timeline for the grant, illustrating how the grant objectives synergize with the proposed [Center/Institute].

[Here, detail potential collaborative opportunities, both within DHSU and with external partners, highlighting how these collaborations will enhance the research capabilities of the [Center/Institute].]

I look forward to the opportunity to discuss this proposal in further detail and to contribute to DHSU’s mission through this new [Center/Institute].

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Position]