

[Your Name]  
[Your Institution/Affiliation]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]

Subject: Availability for Quantum Computing Research Collaboration / Position

Dear [Recipient Name],

I am writing to formally express my interest in [mention specific project, position, or lab] and to provide my current availability for research engagement in the field of quantum computing.

Currently, my research focuses on [mention specific area, e.g., Quantum Error Correction, NISQ Algorithms, or Cryogenic Control Systems]. I have extensive experience with [mention specific tools/languages, e.g., Qiskit, Cirq, or Microwave Engineering].

My current availability is as follows:

- **Earliest Start Date:** [Date]
- **Commitment Level:** [Full-time / Part-time / Consulting]
- **Duration:** [Available for X months/years or Indefinite]
- **Location:** [On-site in Location / Remote / Hybrid]

I am eager to discuss how my technical background in quantum mechanics and computational theory can contribute to your team's objectives. Please let me know if you would like to schedule a brief meeting or technical interview.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]