

Proposal for Co-hosted Seminar

Date: [Insert Date]

To: [Department Name]
[University Name]
[Recipient Name]

Dear [Recipient Name],

We are pleased to propose a collaborative seminar between the [Your Department Name] and the [Their Department Name] at [University Name]. This event aims to foster academic exchange and stimulate discussion on [insert topic or theme].

Details of the Proposed Seminar:

- **Title:** [Insert Seminar Title]
- **Date:** [Insert Proposed Date]
- **Location:** [Insert Venue]
- **Duration:** [Insert Duration]
- **Participants:** Faculty, students, and guest speakers

We believe this seminar will significantly benefit both departments by [insert benefits or goals]. We are keen to discuss the possibility of co-hosting this event and would appreciate the chance to explore this further.

Thank you for considering our proposal. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Department]
[University Name]
[Contact Information]