

Letter of Intent for Academic Collaboration

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Institution]
[Your Address]
[Your City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Institution]
[Recipient's Address]
[Recipient's City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to collaborate with [Recipient's Institution] on [specific area of collaboration]. Our mutual interests in [subject area] present a unique opportunity for both of our institutions to advance knowledge and innovate in this field.

Our proposed collaboration would involve [briefly outline the nature of the collaboration, e.g., joint research projects, exchange of faculty, student exchange programs, etc.]. We believe that by working together, we can leverage our respective strengths and resources to achieve impactful results.

I would welcome the opportunity to discuss this proposal further and explore potential areas for collaboration. Please let me know a convenient time for you to meet or speak over the phone.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Title]
[Your Institution]