

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

[Date]

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a partnership between [Your Institution] and [Recipient Institution] to establish an academic mentorship program aimed at enhancing the learning experience of students in [specific field or subject].

Our goal is to create a collaborative environment where experienced faculty and industry professionals can provide guidance and support to students. This program will not only empower students with valuable insights into their chosen fields but also foster a sense of community and engagement among participants.

We believe that your institution's commitment to excellence in education aligns perfectly with our vision for this mentorship program. Together, we can inspire the next generation of leaders.

I would appreciate the opportunity to discuss this proposal further and explore how we can work together. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,  
[Your Name]  
[Your Title]