

# Confirmation of International Research Collaboration Agreement

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Department]  
[Your Institution Name]  
[Your Institution Address]

[Recipient Name]  
[Recipient Position]  
[Recipient Department]  
[Recipient Institution Name]  
[Recipient Institution Address]

Dear [Recipient Name],

I am writing to formally confirm our agreement regarding the international research collaboration between [Your Institution Name] and [Recipient Institution Name], as discussed in our recent meetings and correspondence.

The objectives of this collaboration are to [briefly outline the main goals of the collaboration]. We are excited about the potential impact of our joint research efforts and look forward to working together on [specific projects or areas of interest].

This agreement is valid from [start date] to [end date], and is subject to the terms outlined in the initial proposal shared between our institutions.

Please feel free to reach out if you have any questions or need further clarification. We look forward to a successful collaboration.

Thank you for your support and commitment to this partnership.

Sincerely,

[Your Name]  
[Your Position]  
[Your Department]  
[Your Institution Name]