

Academic Collaboration Agreement

Date: [Insert Date]

To,

[Recipient Name]
[Recipient Title]
[Institution Name]
[Institution Address]

Dear [Recipient Name],

We are pleased to propose an academic collaboration between [Your Institution Name] and [Recipient's Institution Name]. The purpose of this collaboration is to [briefly outline the goals and objectives of the collaboration].

Through this agreement, both institutions will engage in the following activities:

- [Activity 1]
- [Activity 2]
- [Activity 3]

We believe that this collaboration will lead to [expected outcomes, e.g., joint research, publications, exchange programs]. The intended duration of this collaboration will be from [start date] to [end date], subject to further reviews and mutual consent.

We look forward to your positive response and to the beginning of a fruitful collaboration. Please feel free to contact us at [Your Contact Information] if you have any questions or require further information.

Thank you for considering this proposal.

Sincerely,

[Your Name]
[Your Title]
[Your Institution Name]
[Your Institution Address]
[Your Contact Information]