

Subject: Follow-Up on Collaboration Opportunities

Dear [Alumni Name],

I hope this message finds you well. I am writing to follow up on our recent conversation regarding potential collaboration opportunities between [Your Institution/Organization] and [Alumni Organization/Company].

As an esteemed member of our alumni network, your insight and experience are invaluable. We believe that a partnership could be mutually beneficial and enhance the impact of both our efforts.

We would love to discuss this further and explore ways we can collaborate. Please let us know your availability for a meeting in the coming weeks. We are excited about the possibilities and look forward to hearing from you soon!

Thank you for considering this opportunity.

Best regards,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Contact Information]