

# Collaboration Request for Faculty Advising

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Institution]  
[Your Email]  
[Your Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Institution]  
[Recipient Email]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name] and I am [Your Position] at [Your Institution]. I am writing to propose a collaboration regarding faculty advising, as I believe that your expertise in [Specific Area] will greatly benefit our students and enhance our program.

We are interested in exploring potential strategies for advising that can improve student engagement and success. Your work in [Specific Relevant Work or Area] aligns perfectly with our goals, and we would love to discuss this further at your convenience. I am confident that together we can develop an effective framework that supports our students.

I would appreciate the opportunity to speak with you about this collaboration. Please let me know your availability for a meeting in the upcoming weeks.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Institution]