

Partnership Request for Academic Initiative

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Institution]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to propose a partnership between [Your Institution] and [Recipient Institution] aimed at advancing our academic initiatives in [specific area or field]. Our mutual interests in [describe common interests] present a unique opportunity for collaboration.

We believe that by joining forces, we can enhance our outreach, resources, and educational impact on our respective communities. Our proposed initiative is focused on [briefly describe initiative goals and activities].

We would be honored to discuss this proposal further and explore how we can work together to achieve our shared objectives. I am looking forward to the opportunity to collaborate with you.

Thank you for considering this partnership. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]