

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[University/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose the establishment of a dual degree program between [Your Institution] and [Partner Institution]. This initiative aims to provide enhanced academic opportunities and a broader skill set for our students.

The proposed program would allow students to earn degrees in [Degree 1] and [Degree 2] concurrently, thus enabling them to meet the demands of a rapidly evolving job market. Our research indicates a growing interest among students for such interdisciplinary programs that merge the strengths of both institutions.

We believe that the collaboration would not only benefit students but also foster greater academic exchange and partnership between our institutions. We are eager to discuss the potential structure, curriculum, and operational aspects of this proposal in further detail.

Thank you for considering this proposal. I look forward to your feedback and the possibility of working together to enrich our educational offerings.

Sincerely,

[Your Name]  
[Your Title]  
[Your Institution]