

# Scholarly Partnership Notification

Date: [Insert Date]

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

To: [Recipient Name]  
[Recipient Position]  
[Recipient Institution]  
[Recipient Email]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you of our intent to establish a scholarly partnership between [Your Institution] and [Recipient Institution].

This partnership aims to foster collaboration in [specific areas of research or academic interest] and to enhance shared academic resources and opportunities for both our institutions.

We believe that our combined efforts can lead to significant advancements in our fields of study, and we are excited about the potential impact this partnership can have on our students and faculty.

I would like to propose a meeting to discuss this initiative in further detail. Please let me know your availability in the coming weeks.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution]