

# Letter of Agreement

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Institution's Name]  
[Institution's Address]

Dear [Recipient's Name],

We are pleased to announce the formation of an academic research consortium titled "[Consortium Name]" aimed at [brief description of the purpose of the consortium].

This consortium is comprised of esteemed institutions including:

- [Institution 1]
- [Institution 2]
- [Institution 3]

Our primary goal is to [insert goal or objective] through collaborative efforts in research and innovation.

As part of this initiative, we would like to formally invite you to participate in our upcoming meeting scheduled for [insert date]. Your expertise in [insert relevant field] would be immensely valuable.

Should you have any questions or require further information, please do not hesitate to contact us at [insert contact information]. We look forward to the opportunity of working together.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution]  
[Your Contact Information]