

Letter of Collaboration

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Institution's Name]
[Institution's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Recipient Name],

I am writing to propose a collaboration between [Your Institution's Name] and [Recipient Institution's Name]. Our shared commitment to [common goals or area of focus] presents a unique opportunity to enhance our educational missions.

We envision a partnership that includes [briefly outline potential collaboration areas, such as joint research, student exchanges, curriculum development, etc.]. By leveraging our resources and expertise, we can achieve significant advancements in [specific areas of interest].

I would appreciate the opportunity to discuss this proposal further and explore how we can work together to realize our mutual objectives. Please let me know your available times for a meeting.

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

Sincerely,

[Your Name]
[Your Title]
[Your Institution's Name]