

Collaboration Proposal for Academic Conference

Date: [Insert Date]

To,

[Recipient's Name]
[Recipient's Title]
[Institution's Name]
[Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Institution]. We are currently planning an academic conference on [Conference Topic] scheduled for [Date] at [Location]. The aim of our conference is to bring together scholars and practitioners to discuss recent advancements and future directions in [Relevant Field].

We would be delighted to explore potential collaboration with [Recipient's Institution/Organization]. Your expertise in [Recipient's Area of Expertise] would greatly enrich the discussions and outcomes of this event. We envision opportunities for joint sessions, keynote speeches, and collaborative publications resulting from the conference.

If you are interested, I would appreciate the opportunity to discuss this proposal further, either in person or via a video call. Please let me know your availability in the coming weeks.

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

Sincerely,

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