

# Partnership Application Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Institution/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in establishing a partnership between [Your Institution/Organization] and [Recipient Institution/Organization]. Our organization is committed to [briefly describe your organization's mission and values], and we believe that collaborating on international initiatives could greatly enhance our impact.

We envision a partnership focused on [describe the specific initiatives or projects], which could bring mutual benefits and foster a greater understanding of [mention any relevant areas of focus]. We would be delighted to discuss potential collaboration opportunities and explore how we can work together towards our common goals.

We would appreciate the chance to meet with you [suggest meeting options, either in person or virtually] to discuss this further. Thank you for considering our proposal for partnership. I look forward to your positive response.

Warm regards,

[Your Name]  
[Your Position]  
[Your Institution/Organization]