

[Your Name]
[Your Position]
[Your Institution]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Institution]
[Recipient Address]
[City, State, Zip]

Dear [Recipient Name],

I am writing to propose a joint teaching initiative that aims to enhance the educational experiences of our students and foster collaboration between [Your Institution] and [Recipient Institution].

Our institutions have a shared commitment to academic excellence, and I believe that collaborating on [describe specific project or area] can benefit both our student bodies significantly.

Key objectives of the proposed initiative may include:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

I suggest we schedule a meeting to discuss this proposal in detail and explore how we can work together to achieve these objectives. Please let me know your availability for a meeting within the next few weeks.

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

Sincerely,
[Your Name]
[Your Position]