

Cross-Registration Proposal for Continuing Education

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution Name]

[Institution Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a cross-registration agreement between [Your Institution Name] and [Recipient's Institution Name] for the purpose of enhancing continuing education opportunities for our students.

As you know, our institutions share a commitment to providing high-quality education and fostering an environment of collaboration. By allowing students from both institutions to enroll in select courses, we can offer them a broader range of educational experiences and resources.

We suggest the following courses for cross-registration:

- [Course Title 1] - [Brief Description]
- [Course Title 2] - [Brief Description]
- [Course Title 3] - [Brief Description]

We believe that this initiative will significantly benefit our students and strengthen our partnership. If you are interested in discussing this proposal further, please feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Your Institution Name]

[Your Institution Address]