

Letter of Intent for Institutional Partnership Agreement

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to express our intent to establish a partnership between [Your Institution] and [Recipient Institution]. We believe that this collaboration would be mutually beneficial in promoting [specific goals, e.g., research, education, community service].

We propose to explore opportunities in the areas of [list specific areas of collaboration, e.g., joint research projects, exchange programs, workshops]. We are convinced that combining our resources and expertise will lead to innovative outcomes and enhanced impact.

This letter serves as a preliminary indication of our interest in forming a partnership. We would like to propose a meeting to discuss this intention further and develop a framework for our collaboration.

Thank you for considering this opportunity. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Institution]