

Invitation for Institutional Partnership

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to extend an invitation for a potential partnership between [Your Institution] and [Recipient Institution]. We believe that our mutual goals and values align closely, and together we could foster significant advancements in [mention area of collaboration].

We would be honored to explore how we can work together to achieve [mention specific objectives or outcomes]. We envision this partnership could involve [briefly outline proposed activities or projects].

We would like to schedule a meeting to discuss this proposal further at your earliest convenience. Please let us know your available dates and times.

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

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