

Request for Partnership Degree Program

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose the establishment of a partnership degree program between [Your Institution] and [Recipient Institution] for the purpose of facilitating student exchanges.

This program aims to enhance the educational experience of our students by providing them with the opportunity to study abroad and immerse themselves in different cultures, while also benefiting from the unique academic offerings of both institutions.

We believe that a formal partnership would foster collaboration and academic excellence, as well as promote a diverse learning environment for our students. We are particularly interested in the following fields of study: [Insert relevant fields].

We would be pleased to discuss this proposal further and explore potential next steps in establishing this partnership. Please let us know a convenient time for a meeting or a call.

Thank you for considering our request. We look forward to the possibility of collaborating with [Recipient Institution].

Sincerely,

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