

Collaboration Follow-Up

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to follow up on our ongoing collaboration regarding the [Project/Initiative Name] between [Your University Name] and [Recipient's University Name].

As we have discussed in our previous meetings, the goals of this initiative are [briefly outline goals]. I am enthusiastic about the progress we have made so far and am eager to see how we can further enhance our partnership.

Could we schedule a call or meeting to discuss the next steps and address any concerns that may have arisen? I believe that maintaining open lines of communication will be crucial as we move forward.

Thank you for your continued collaboration and support. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your University Name]

[Your Contact Information]