

Formal Request for University International Collaboration

Professor [Your Name]

[Your Position]

[Department]

[Your University]

[Your University Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dr. [Recipient's Name]

[Recipient's Position]

[Recipient's University]

[Recipient's University Address]

[City, State, Zip Code]

Dear Dr. [Recipient's Last Name],

I hope this message finds you well. My name is Professor [Your Name], and I am [your position] at [Your University]. We are currently exploring opportunities for international collaboration in [specific area of interest], and I believe that a partnership with [Recipient's University] could be mutually beneficial.

We have a strong interest in [provide a brief overview of your university's initiatives related to the collaboration]. I am particularly interested in exploring potential joint research projects, student exchange programs, and collaborative workshops that could enhance our academic offerings.

I would be grateful if we could schedule a meeting to discuss this potential collaboration further. I believe that together we can create meaningful opportunities for both our institutions and drive innovation in our fields.

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

Sincerely,

[Your Name]

[Your Position]

[Your University]