

Funding Request for International Partnership Project

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your University]

[University Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I am writing to formally request funding to support a collaborative international partnership project between [Your University] and [Partner University/Institution]. The goal of this project is to [briefly describe the objectives and significance of the partnership].

This initiative is expected to [outline anticipated benefits, such as enhancing research, boosting student engagement, or fostering cultural exchange]. We believe that such collaboration will not only strengthen our academic ties but also contribute positively to the global research community.

To effectively implement the project, we are seeking a total funding amount of [Specify Amount]. This funding will be allocated towards [briefly outline how the funds will be used, e.g., travel expenses, research materials, workshops, etc.].

We have devised a comprehensive implementation plan, which I am happy to share in detail upon request. I genuinely believe that this partnership will yield substantial benefits for both institutions, and your support would be invaluable in making this vision a reality.

Thank you for considering our request. I look forward to the possibility of discussing this proposal further and hope to secure your support for this important initiative.

Sincerely,

[Your Name]

[Your Position]

[Your University]