

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my interest in establishing an international collaboration between [Your Organization] and [Recipient Organization]. Our mutual goals in [specific field or project area] can be greatly advanced through a partnership that leverages our respective strengths and resources.

[Briefly introduce your organization and its mission, relevant experiences, and accomplishments. Include details about any prior collaborations if applicable.]

We believe that our work in [specific area] aligns closely with your organization's objectives, particularly [mention any specific goals, projects, or interests of the recipient organization]. By collaborating, we aim to achieve [describe specific outcomes or benefits of the collaboration].

We propose to [outline a brief plan or framework for collaboration, including potential activities, shared resources, and timelines]. We are open to exploring various forms of partnership, whether through joint research projects, exchange programs, or shared funding opportunities. We would appreciate the opportunity to discuss this collaboration further and explore how we can work together to achieve our common goals. We are available for a meeting at your convenience and look forward to hearing from you soon.

Thank you for considering this opportunity for collaboration.

Warm regards,

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Contact Information]