

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

[Recipient's Name]
[Recipient's Position]

Wuhan University
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Project Collaboration

I hope this letter finds you well. I am writing to propose a collaboration between [Your Institution/Organization] and Wuhan University on [briefly describe the project or research area]. Given our mutual interests and expertise in [specific fields], I believe that a partnership could yield substantial benefits for both parties. Our preliminary research indicates that [mention any relevant findings or insights that support the collaboration].

We would like to explore avenues for joint research initiatives, faculty exchanges, and student involvement that would benefit both institutions. We envision [briefly outline ideas for collaboration, such as shared resources, joint publications, or workshops].

I am looking forward to the possibility of working together and would like to propose a meeting to discuss this opportunity further. Please let me know your availability for a discussion in the coming weeks.

Thank you for considering this proposal, and I look forward to your positive response.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Institution/Organization]