

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

[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to propose a collaboration between [Your Institution] and Xi'an Jiaotong-Liverpool University (XJTLU). As both institutions are dedicated to [briefly describe shared goals or missions], I believe that a partnership could yield significant benefits in [field or area of focus].

****Background and Objectives****

[Provide a brief overview of your institution and relevant programs, including specific areas of expertise that align with XJTLU's strengths.]
[State the objectives of the proposed collaboration, detailing what you hope to achieve together.]

****Proposed Activities****

[List potential activities or projects that could be undertaken as part of the collaboration, such as joint research initiatives, faculty exchanges, or academic programs.]

****Benefits of Collaboration****

[Outline the anticipated benefits for both institutions, including any potential for innovation, research funding, or enhancing student experience.]

****Next Steps****

[Suggest a meeting or discussion to further explore this collaboration and outline any specific timelines or actions.]

Thank you for considering this proposal. I look forward to the possibility of working together to further our shared goals.

Warm regards,

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