

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

Dear [Recipient Name],

Subject: [Brief Subject Line Indicating Purpose of the Letter]

I am writing to [briefly state the purpose of the letter and its significance].

[Paragraph 1: Provide context or background information regarding the topic. Explain why this matter is important to both institutions.]

[Paragraph 2: Outline your proposal, initiative, or request. Include specific details, goals, and anticipated outcomes. Highlight potential benefits to the recipient's institution.]

[Paragraph 3: Address any concerns or challenges that may arise. Offer solutions or support to mitigate these issues.]

[Closing Paragraph: Express your eagerness to discuss this matter further and your hope for a positive response. Suggest a follow-up meeting or call to explore collaboration.]

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

Sincerely,

[Your Name]
[Your Title]
[Your Institution/Organization]