

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

[Recipient's Name]
[Recipient's Title]
[University of Toronto]
[Department/Office Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a partnership between [Your Organization] and the University of Toronto that aims to [briefly describe the purpose of the partnership].

At [Your Organization], we are committed to [describe your organization's mission and vision]. We believe that a collaboration with the University of Toronto would be mutually beneficial by [outline potential benefits]. We envision a partnership that includes [detail specific components of the proposed collaboration, such as joint research projects, student internships, workshops, etc.]. We are confident that working together will lead to [mention expected outcomes, impact, or innovation].

I would welcome the opportunity to further discuss this proposal at your convenience. Please let me know a suitable time for us to meet, or feel free to reach out by phone at [Your Phone Number] or via email at [Your Email Address].

Thank you for considering this opportunity for collaboration. I look forward to the possibility of working together to make a positive impact.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]