

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

Dear [Recipient's Name],

Subject: Request for International Cooperation in [Project/Initiative Name]

I hope this letter finds you well.

I am writing to you on behalf of [Your Organization/Institution] to discuss the potential for international cooperation in [briefly describe the project or initiative]. As you may know, [provide context or background related to the project].

We believe that collaboration between our organizations could greatly enhance the outcomes of this initiative. Specifically, we are interested in [mention specific areas of cooperation].

We would like to propose a meeting to explore this opportunity further and discuss how we can work together to achieve our mutual goals. Please let us know your availability for a discussion in the coming weeks.

Thank you for considering this opportunity for collaboration. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization/Institution]