XX university:

In recent years, our research institute and your university have made certain achievements in supporting each other in some scientific research projects and established a good basis for cooperation. In order to consolidate the achievements, we suggested the two sides can further in the future in academic thoughts, scientific research, personnel training, equipment, etc, to establish the comprehensive communication collaboration, ~~provide opinions are as follows:~~

1. Regular academic discussions and academic exchanges

2. According to the personnel allocation of the institute and the university, the university will provide assistance to the training of graduate students and researchers under possible conditions.

3. Cooperate with each other on topics of mutual interest according to their respective research development directions and characteristics.

4. Both parties shall provide each other with high-precision and high-end equipment ~~required~~ for scientific research and teaching, ~~and provide the other party with utilization under possible conditions.~~

5. Strengthen the exchange of books, materials and information.

If you agree with us, we suggest that you send each other's scientific research supervisors for further consultation and reach an agreement to facilitate your work.

From: X X X

To: X X X

Date: X X X

Subject:

Dear Miss.unningham:

You and you company have been recommended to us by Charles Lewis of East Asia Building Material Supplies. Charles mentioned that your company provides up quality

Good and service at a reasonable cost, and I am writing to inquire about establishing business cooperation between you and my company, China Merchandise Company.

China Merchandise Company is one of the largest international exporters of Chinese goods. We have clients throughout the world, especially in the United States. Chinese ornamental merchandise represents one of our most popular products. As such, we would thank it if you could send us your latest sales book for our review. We believe that establishing business cooperation with Ornamental Decorations and Supplies will be mutually beneficial for your company and ours.

I look forward to receive your catalog and doing business with you in the future.

Sincerely yours,

Mai Yang

Manager