

Use whichever headline fits best (a name is recommended):

To whom it may concern,

Dear study abroad coordinator,

I am writing as a formal study abroad consultancy company looking for collaboration with different universities. I own the company Study Europe, and we are an organization that works to send students to countries all over the world for a unique and engaging cultural experience. It's our goal to expand by partnering with universities that open new opportunities for where students can study abroad, and we'd like to ask you to join our endeavor.

Our study abroad consultancy company was founded in 2013 in Ukraine. Over the years, we've sent students all over Europe for amazing experiences of learning in a foreign country. Our mindset is beginning to shift due to recent conflicts with the Ukrainian War, and it's causing us to realize the importance of reaching countries that we haven't before and creating new partnerships with universities to improve the experiences and lifestyles of the students living in Ukraine.

Our ask to you is to partner with us in allowing our company to send a certain number of students to your university each academic year. We will help you diversify your student body and expand the travel opportunities for your own students, and in return, we'll receive a commission from your university.

This partnership is meant to benefit both of us at once. While you're sure to receive profit from your role in the matter, the impact you'll have on the lives of students is truly meaningful and the number of lives you'll change by allowing students to study abroad at your university is immeasurable.

We ask you to consider our offer and get back to us with any questions or concerns you may have about the agreement. We want to work with you through every step in the process of connecting our organizations, so please allow us to assist you with anything with can. Our team is looking forward to your response. Have a wonderful day!

Sincerely,

Study Europe

Word Count: 325

Dear Dean of the International Student College,

I am writing as a study abroad agency that assists Indian students in the admission process. I own the company Study Europe, and we are an organization that works to guide students through the study abroad process. We help the student fill out the admission form, receive the admission letter, and guide them in applying for a visa. This can be a long and complicated process for many students, so it's our goal to make it as stress-free and seamless as possible.

It's our goal to recruit Indian students for European universities that provide a unique and engaging cultural experience. We'd like to ask you to join our endeavor and partner with us. Your partnership with us would provide the support to fulfill requirements in our company's process of assisting students. We will be a mediator between your college and the student by sending in application forms and required documents for admission.

Our study abroad consultancy company was founded in 2013 in Ukraine. Over the years, we've sent Indian students to universities within Ukraine. Our mindset is beginning to shift due to recent conflicts with the Ukrainian War, and it's causing us to expand to countries that we haven't worked with before. We want to create new partnerships with universities such as yours to provide amazing study abroad experiences for students living in India.

We ask you to consider our offer and get back to us with any questions or concerns you may have about the agreement. We want to work with you through every step in the process of connecting our organizations, so please allow us to assist you with anything with can. Please let me know if you'd like to set up a formal in-person or online meeting to discuss further details. Our team is looking forward to your response. Have a wonderful day!

Sincerely,

Study Europe