LOGO

**[OFFICIAL LETTERHEAD]**

**[LETTER OR NOTE ID #]**

[Date]

**Dr. [name and last name]**

**Executive Secretary**

**FONTAGRO**

**Subject:** Request for the Inclusion of [name of the institution] as an Associated Organization in the Project [write the title of the project]

Dr. **[name and last name]**

We are pleased to express our interest in joining the initiative named ***[title of the project]*** as an **associated organization**. We believe this project's objectives align closely with our institutional mission and strategic plan. Our institution has extensive expertise in **[briefly describe the organization's expertise or capabilities related to the project]**, which we are confident will contribute significantly to the success of this initiative.

We are confident that our collaboration will contribute meaningfully to the project's objectives and to FONTAGRO's efforts in advancing agricultural research and innovation across the region.

Please feel free to contact us for any additional information or documentation you may require.

Sincerely,

[Signature]  
[Full Name]  
[Position]  
[Full Name of the Institution]