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| **Renewal of agreement** |  |

*OBS – detta är ett förslag som kan justeras enligt önskemål*

**Ämne:** Renewal of bilateral exchange agreement

**Meddelande:**

Dear Colleagues,

Greetings from Stockholm University! I hope this email finds you well.

As our exchange agreement is close to expiry, I am reaching out to initiate the process of renewing our student exchange collaboration with Department of X/Faculty of X.

Please find our agreement draft attached for your review and feedback. If there are any edits required on your end, could I please ask that they are made using track changes as our legal office would need to review any modifications to our pre-approved draft.

We look forward to hearing from you and hope all is well at University of X!

Best regards,

Namn på internationell koordinator

*Signatur*