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smile.eucen.eu

NOTE: Replace the parts highlighted in yellow with your own information.

Recipient's name

Dear Ms/Mr

I hope this letter finds you well.

I am contacting you because we are partner in a project called **SMILE**, which aims to promote inclusive education by developing, testing and implementing innovative tools that improve the way higher education institutions deal with diversity and social inclusion. The project focuses on **three main areas of inequality and disadvantage in higher education**: migrant background, women leadership, and low socio-economic status.

We would like to inform you that the project has developed a **Diversity Audit Model** for higher education institutions to self-assess their current strategy and implementation of diversity and inclusion approaches in their institutions.

We are attaching to this letter the following documents:

1. The project leaflet explaining our work
2. A self-assessment questionnaire
3. The Diversity Audit Model
4. A letter of interest

Please, see (1) to have a global view of the project. You can immediately start using (2) – it will allow you have a diagnosis of your institution around diversity and inclusion. The audit (3) is also ready to use, if you find it interesting or useful for your institution. If you feel our work is relevant and potentially useful for your institution, please get the letter of interest (4) filled in, signed and send it back to us. We will be very grateful to know that our work is relevant to you and you will be helping us to present the need of such approach to policy makers and stakeholders.

I take this opportunity to inform you that we will be presenting the SMILE Audit Model in xxx on xxxxx 2023. **We would like to invite you to participate in this activity.** If you have any questions or need some help, please contact us at xxxxx

I am looking forward to hearing from you.

Best wishes,

Your name SURNAME
Role or simply "SMILE consortium"



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