

# Interdepartmental Project Collaboration Agreement

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

From: [Your Name]

Department: [Your Department]

## **Subject: Collaboration on [Project Name]**

Dear [Recipient's Name],

I am writing to propose a collaborative effort between our departments on the upcoming project titled "[Project Name]." This project aims to [briefly describe the project goals and objectives].

By working together, we can leverage our unique strengths and expertise to achieve optimal outcomes. I believe that our combined efforts can lead to [mention expected benefits of collaboration].

### **Proposed Steps:**

1. Initial brainstorming session to discuss project details.
2. Define roles and responsibilities of each department.
3. Establish a timeline for project milestones.

I would appreciate the opportunity to discuss this proposal further. Please let me know your availability for a meeting next week.

Thank you for considering this collaboration. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]