

# Proposal for Interdepartmental Teamwork

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

From: [Your Name]

Department: [Your Department]

## Subject: Proposal for Interdepartmental Collaboration

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a collaboration between our departments to enhance efficiency and achieve common goals. By working together, we can leverage our respective strengths and resources.

### Objective

The main objective of this proposal is to [state the objective, e.g., improve project outcomes, share knowledge, etc.].

### Proposed Collaboration Activities

- [Activity 1]
- [Activity 2]
- [Activity 3]

### Benefits

Collaborating will provide the following benefits:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

### Next Steps

I would like to schedule a meeting to discuss this proposal further and explore how we can best work together. Please let me know your availability for a meeting next week.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]