

[Your Name]  
[Your Job Title]  
[Your Department]  
[Your Company]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Job Title]  
[Recipient Department]  
[Recipient Company]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a collaboration between our departments regarding [brief description of the project or initiative]. Given the importance of this project, I believe that combining our efforts could lead to more effective outcomes and enhanced results.

I would appreciate the opportunity to discuss this collaboration further and explore how our teams can work together to achieve our common goals. Please let me know your availability for a meeting in the coming weeks.

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

Sincerely,  
[Your Name]