

# **Subject: Request for Sales and Marketing Collaboration Meeting**

Dear [Recipient's Name],

I hope this message finds you well. I would like to propose a meeting to discuss potential collaboration between our sales and marketing teams. Our shared goals and complementary expertise could lead to mutual benefits and enhanced performance.

Proposed Agenda:

- Introduction of team members
- Overview of current strategies
- Identification of collaboration opportunities
- Next steps and action items

Please let me know your available times for a meeting in the coming week. I look forward to your positive response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]