

Collaborative Project Initiation

Date: [Insert Date]

To: [Department Name]

From: [Your Department Name]

Subject: Initiation of Collaborative Project on [Project Name]

Dear [Department Head's Name],

We are excited to propose a collaborative project between our departments aimed at [briefly describe the project's objective and purpose]. We believe that this partnership will leverage our combined strengths and expertise to achieve [mention anticipated outcomes or benefits].

The main objectives of this collaborative initiative include:

- [Objective 1]
- [Objective 2]
- [Objective 3]

We suggest a preliminary meeting to discuss the project details, roles, and responsibilities, as well as to identify potential challenges we may face. Please let us know your availability in the coming weeks to set this up.

We look forward to your positive response and the opportunity to work together on this exciting venture.

Best regards,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]