

Resource Sharing Agreement

Date: [Insert Date]

To: [Department Name]

From: [Your Department Name]

Dear [Recipient's Name],

We are reaching out to propose a resource-sharing initiative between our departments. Collaborating in this manner can enhance our productivity and efficiency while ensuring optimal use of available resources.

Details of the Resource Sharing Agreement:

- **Resources to Share:** [Specify resources - e.g., equipment, personnel, etc.]
- **Duration:** [Specify time frame]
- **Responsibilities:** [Define responsibilities of each department]

We believe that this collaboration can lead to mutual benefits and foster a spirit of cooperation among our teams. We would appreciate discussing this proposal further and welcome any suggestions you might have.

Thank you for considering this opportunity. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]