

Confirmation of Inter-Departmental Initiative

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

From: [Your Name]

Department: [Your Department]

Dear [Recipient's Name],

We are pleased to confirm your participation in the inter-departmental initiative titled "[Initiative Title]". This initiative aims to [briefly describe the aim of the initiative]. Your expertise and insights will be invaluable to the success of this project.

Details of the initiative are as follows:

- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Meeting Frequency:** [Insert Frequency]
- **Project Objectives:** [List Objectives]

Please let us know if you have any questions or require further information. We look forward to your contributions to this collaborative effort.

Thank you for your commitment.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]