

Inter-Departmental Project Proposal

To: [Recipient's Name]

Department: [Department Name]

Date: [Date]

Dear [Recipient's Name],

We are pleased to present a proposal for an inter-departmental project titled "[Project Title]". This project aims to [briefly describe the project objectives and goals].

Project Overview

[Describe the project in detail, including the significance and expected outcomes.]

Collaboration Opportunities

This project requires collaboration between the [Your Department Name] and the [Recipient's Department Name]. We believe that combining our expertise will enhance the project's effectiveness and lead to greater success.

Project Timeline

We propose the following timeline for the project: [Insert timeline details]

Budget Overview

The estimated budget for this project is [insert budget amount], which will cover [briefly list what the budget will cover].

We would like to schedule a meeting to discuss this proposal further and address any questions you may have. Please let us know your availability.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]