

Inter-Departmental Resource Sharing

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

From: [Your Name]

Department: [Your Department]

Subject: Request for Resource Sharing

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the potential sharing of resources between our departments.

As part of our ongoing efforts to enhance efficiency and collaboration, we believe that sharing [specific resources, e.g., equipment, personnel, or information] could greatly benefit both departments. We have identified [outline the reasons for the request or the benefits of sharing the resources].

We would appreciate the opportunity to discuss this further and explore how we can work together. Please let me know a convenient time for you to meet, or if you prefer, we can arrange a call.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]