

Inter-Departmental Task Delegation

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

From: [Your Name]

Department: [Your Department]

Subject: Delegation of Task: [Task Description]

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing efforts to enhance collaboration between departments, I am delegating the following task to your team:

- **Task:** [Description of the task]
- **Objective:** [Objective of the task]
- **Deadline:** [Deadline for completion]
- **Resources:** [Any resources provided or needed]

Please ensure that your team prioritizes this task and provides updates on progress by [Frequency of Updates, e.g., weekly]. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your cooperation and support in this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]