

# Request for Inter-Departmental Collaboration

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Department Name]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a collaboration between our departments on [specific project or initiative]. Given the complementary skills and expertise of our teams, I believe that working together could significantly enhance our outcomes.

The objectives of this collaboration would include:

- [Objective 1]
- [Objective 2]
- [Objective 3]

I would appreciate the opportunity to discuss this proposal further and explore how we can work together effectively. Please let me know a convenient time for you to meet, or if you would prefer, we could set up a virtual meeting.

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

Best regards,

[Your Name]

[Your Position]

[Your Department]

[Your Company/Organization]

[Your Contact Information]