

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your participation in a cross-functional collaboration initiative involving our board directors. As we strive to enhance our strategic vision and operational effectiveness, your insights and leadership experience would be invaluable to this endeavor.

The collaboration aims to bring together diverse perspectives from various functions within the organization to foster innovation and improve decision-making processes. We believe that your expertise in [specific area] will greatly contribute to achieving our objectives.

We are planning to hold the initial meeting on [insert date] at [insert location/virtual platform]. Please let us know your availability to participate in this important initiative.

Thank you for considering this opportunity to collaborate with your fellow directors. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]