

Collaboration Proposal

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Interdepartmental Collaboration

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an interdepartmental collaboration between our teams, focusing on [brief description of the project or initiative]. Given the unique strengths and expertise of our respective departments, I believe that working together could yield significant benefits for our organization.

Objectives of the collaboration:

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

Proposed timeline for the collaboration:

- Phase 1: [Duration and Activities]
- Phase 2: [Duration and Activities]
- Phase 3: [Duration and Activities]

I would appreciate the opportunity to discuss this proposal further and explore how we can align our goals for mutual benefit. Please let me know your availability for a meeting within the next week.

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

Best regards,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]