

Coordination Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Coordination Between Departments

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request coordination between the [Department A] and [Department B] regarding [specific project or task].

Given the interdependencies of our functions, it is crucial that our teams align on [specific details or objectives]. I believe that a collaborative approach will enhance our efficiency and lead to better outcomes.

I propose we schedule a meeting to discuss the details and establish a clear plan of action. Please let me know your availability for this meeting.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]