

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Company Name]

[Your Company Address]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Department]

[Recipient's Company Name]

[Recipient's Company Address]

Dear [Recipient's Name],

I am writing to formally request clearance for the interdepartmental procedure related to [briefly describe the purpose of the procedure]. As this procedure is crucial for [explain significance], I believe your approval is necessary to proceed.

The details of the procedure are as follows:

- **Procedure Name:** [Insert procedure name]
- **Department Involved:** [Insert department names]
- **Expected Outcome:** [Briefly describe expected outcome]

I appreciate your attention to this matter and look forward to your prompt response to facilitate the timely execution of this procedure. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]