

Interdepartmental Workflow Authorization

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

From: [Your Name]

Department: [Your Department]

Subject: Workflow Authorization for [Project/Task Name]

Dear [Recipient's Name],

I am writing to formally authorize the interdepartmental workflow pertaining to [Project/Task Name]. This authorization is granted to streamline the collaboration between our departments and ensure efficient progress.

Details of the workflow are as follows:

- **Objective:** [Brief description of the objective]
- **Participants:** [List of involved departments and individuals]
- **Timeline:** [Expected start and end dates]
- **Resources Required:** [Any resources needed]
- **Reporting Structure:** [Outline the reporting structure]

Please acknowledge the receipt of this authorization and confirm your department's agreement to the proposed workflow. Should there be any questions or further clarifications required, feel free to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]