

# Interdivision Process Approval

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Department]

[Company Name]

[Date]

Dear [Recipient's Name],

We are writing to formally request your approval for the proposed interdivision process related to [brief description of the process or project]. The aim of this process is to [state the objective or goal of the process].

Details of the process are as follows:

- **Process Overview:** [Overview of the process]
- **Departments Involved:** [List of departments]
- **Expected Outcomes:** [Expected outcomes of the process]
- **Timeline:** [Proposed timeline for the process]

We believe that this collaborative effort will greatly enhance our [mention benefits, e.g., efficiency, productivity, results]. Attached to this letter are the necessary documents for your review.

Your approval is essential for us to proceed further. Please let us know if you need any additional information or if a meeting would be beneficial to discuss this process.

Thank you for considering this request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Company Name]

[Your Contact Information]