

Invitation to Collaborate

Dear [Department Head's Name],

I hope this message finds you well. As the new head of the [Your Department Name], I am excited about the opportunity to collaborate with you and your team.

I believe that our combined efforts can lead to innovative solutions and exciting projects. I would like to propose a meeting to discuss potential collaboration avenues and share our respective objectives.

Could you please let me know your availability for a short meeting next week? I look forward to the possibility of working together!

Best regards,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]