

# Inter-Departmental Collaboration Request

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Request for Resource Collaboration

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a collaborative effort between the [Your Department Name] and the [Recipient Department Name] to enhance our ongoing projects and achieve our departmental goals more effectively.

We have identified several areas where our resources and expertise could be mutually beneficial, particularly in [briefly describe the specific projects or tasks]. We believe that by pooling our resources, we can improve efficiency and overall outcomes.

I would like to schedule a meeting to discuss this collaboration further and explore potential synergies. Please let me know your availability for the coming week.

Thank you for considering this opportunity. I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Department Name]

[Your Contact Information]