

# Subject: Request for Collaboration

To: [Recipient's Name]

From: [Your Name]

Date: [Current Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a collaboration between the [Your Department] and [Recipient's Department] on the upcoming project regarding [Project Topic]. Given our shared goals and expertise, I believe that by working together, we can achieve remarkable results.

Our department has extensive experience in [relevant expertise], and we believe that your team's knowledge in [recipient's expertise] would be invaluable to this project. I would love to discuss how we can effectively combine our strengths to enhance our outcomes.

Could we schedule a meeting next week to further discuss this collaboration? I am flexible with timings, and I can adjust to your availability.

Thank you for considering this request. I look forward to the opportunity to work together.

Best regards,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]