

# Coordination Request for Interdepartmental Activities

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Department Name]  
[Company/Organization Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your coordination regarding the upcoming interdepartmental activities planned for [insert date or timeframe]. These activities are intended to enhance collaboration between our departments and achieve our organizational goals.

We believe that your department's involvement is crucial in ensuring the success of this initiative. Specifically, we would appreciate your assistance with the following:

- Identifying key participants from your team.
- Providing any necessary resources or materials.
- Coordinating meeting times for planning sessions.

Please let us know your availability for a preliminary meeting to discuss this further. We are looking to schedule this meeting by [insert deadline].

Thank you for your attention to this matter. We look forward to your positive response and collaboration.

Best regards,  
[Your Name]  
[Your Position]  
[Your Department]  
[Company/Organization Name]  
[Your Contact Information]